# General Information

## Location

Town and Country Hotel & Convention Center
500 Hotel Circle North
San Diego, California 92108
(619) 291-7131
(619) 294 5957 Fax
www.towncountry.com

## Official Decorator

Levy Exposition Services, Inc.
14900 Interurban Avenue
South, Suite 271
Seattle, Washington 98168
253-437-0031 Phone
253-437-0032 Fax
Chuck Premone, President
operations@levyshow.com

## Official Show Carrier

ICAT expo
877-ICAT-expo
(877-422-8397)
410-691-7706 FAX
Matt Campbell
matt.campbell@icatexpo.com
www.icatexpo.com

## Official Show Colors

Gold and White

## Schedule

| | |
|---|---|
| Monday, April 26<br>4 pm – 6 pm | *Exhibit Set up -* Please contact Chuck Premone at Levy Exposition Services cpremone@levyexpo.com, if additional set up information is needed |
| Tuesday, April 27<br>8 am – 5 pm | *Exhibit Set up*. |
| Wednesday, April 28<br>7:30 am – 9:30 am<br>9:30 am – 10:30 am<br><br>10:30 am – 7 pm<br>5:30 pm – 7 pm | *Exhibit Set up*<br>*Hall Inspection* – Please note, a company representative must be in the booth during this inspection.<br>*Exhibit Hall Open*<br>*Exhibitors Reception* |
| Thursday, April 29<br>9 am – 5 pm | *Exhibit Hall Open* |
| Friday, April 30<br>8 am – 11 am<br>11 am – 5 pm | *Exhibit Hall Open*<br>*Exhibit Hall Dismantle* |

## EXHIBIT HALL LOCATION

The exhibit hall is located in the Exhibit Hall of the Town and Country Hotel and Convention Center.

## EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases a 8" x10' space:

- ◊ Draped back wall and side rails **(linear booths only)**
- ◊ A 7" x 44" booth identification sign
- ◊ One full conference registration **(per 10'x10' booth)**
- ◊ Three exhibitor personnel badges **(per 10'x10' booth)**
- ◊ Post-conference attendee mailing list

Exhibiting companies are responsible for furnishing, and cleaning their booths**.** The Exhibit Area in the Town and Country Exhibit Hall is **CARPETED**. Carpet for individual booths may be obtained through Levy Exposition Services.

## BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 10:30 am on Wednesday, April 28th. Displays will be checked by show management between 10:30 am and 11:30 am. A company representative **must** be on hand during this inspection in case booth adjustments are necessary.

## GUEST PASSES

Nine complimentary Guest Exhibit Hall passes per 10' x 10" booth are available upon request. Please contact Anna Marie Kinerney at akinerney@asprs.org before April 15, 2010 to request them. Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. Please instruct your clients to take the completed pass to the ASPRS Registration Desk in the Town and Country Hotel to exchange them for name badges.

## EXHIBITORS' RECEPTION

Drinks and light hors d' oeuvres will be served from 5:30 to 7 pm on Wednesday, April 28. This is an excellent opportunity for all exhibitors to meet the Conference attendees

## DISMANTLING

Dismantling and removal of displays may not begin before 11:00 am and must be completed by 5 pm on Friday, April 30. **Note: Exhibitors who select freight carriers other than the official carrier must make arrangements for pick-up by 5:00 pm on April 30. Failure to remove all materials on the date and time specified will constitute authority of show management to remove the exhibit at the expense of the exhibitor.**

# CONTACTS

If you have questions about the 2010 Annual ASPRS Conference, please contact the following:

**Exhibit Sales/Contracts & Advertising**
The Townsend Group, Jim Perrus,
Phone: 410-788-1735 - Fax: 301-215-7704
jperrus@townsend-group.com

**Exhibit Decorator**
Levy Exposition Services, Inc. Chuck Premone
14900 Interurban Avenue South, Suite 271
Seattle, Washington 98168
Phone: 253-437-0032 - Fax: 253-437-0032
operations@levyshow.com

**Show Freight Carrier**
ICAT expo, Matt Campbell,
Phone: 877 - 422-8397 (Toll Free) Fax: 410-691-7706
matt.campbell@icatexpo.com

**Conference Registration**,
International Meetings, Inc., Jane Ramsey
Phone: 410 451-3026 - 888-233-2864 (Toll Free)
Fax: 443-926-9631
jane@imimeetings.com

**Audio Visual Rentals**
Technology Express, Mike Coultas,
Phone: 800-704-3655 (Toll Free)
mikec@techexpress.com

**ASPRS General Information**
ASPRS, Anna Marie Kinerney
Phone: 301-493-0290 x 106 - Fax: 301-493-0208
akinerney@asprs.org

**Town & Country Hotel Services**
*Catering*
Bengt Samuelsson
Assoc. Director of Convention Services
Phone: 619-908-5011 - Fax: 619-294-8154
b.samuelsson@towncountry.com

*Exhibit Hall Electrical Service*
Janelle Walker
TSE Trade Show Electrical
Phone: 619.498.6347; Fax: 619.498.6366
jawalker@ges.com

*Audio Visual & Production Services*
Jim Roth
Meeting Services, Inc.
Phone: 619/291-8770 - Fax: 619/574-6712
jroth@msiprod.com

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***San Diego, California***
***April 26-30, 2010***

# EXHIBITOR CHECKLIST IMPORTANT DEADLINES

## RETURN TO CONFERENCE REGISTRATION COMPANY

Exhibitor Staff & Full Registration Forms
(Please use enclosed form) — March 26, 2010

## HOTEL RESERVATIONS

Town and Country Hotel and Convention Center — March 26, 2010
(Please note, we have only a limited number of rooms reserved in the ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be in the ASPRS block directly through our web site www.asprs.org/sandiego2010 Room Rate is $169.)

## SHIPPING AND RECEIVING

**Advance Shipping –** Please note that advance shipments will be received between March 22 - April 21, 2010. A surcharge will apply to shipments received before March 22nd or after April 21st.

**Direct Shipping –** Please note that direct shipments to the Town and Country Hotel and Convention Center will be received beginning at **12:00** pm on **April 26**, 2010. Shipments arriving before this date will be refused.

## EXHIBIT LABOR

| | |
|---|---|
| Decorator Labor Order Form | April 12, 2010 |

## EXHIBIT FURNISHINGS AND SERVICES

| | |
|---|---|
| Intent to Use Non-Official Contractor Form | April 12, 2010 |
| **Levy Exposition Services** Forms | |
| Payment Policy & Authorization | April 12, 2010 |
| Recap of Orders | April 12, 2010 |
| Rental Display | April 12, 2010 |
| Sign Order | April 12, 2010 |
| Booth Cleaning | April 12, 2010 |
| Furniture Order | April 12, 2010 |
| Custom Rental Furnishings Order | April 12, 2010 |
| **Technology Express** Audio Visual Orders | April 16, 2010 |
| www.techexprss.com/quote.asp | |
| **Town and Country Hotel & Convention Center** | |
| Audio Visual, Telephone, Electrical | April 16, 2010 |

FOR FURTHER DETAILS, PLEASE SEE PRELIMINARY PROGRAM AVAILABLE ON LINE AT www.asprs.org/SanDiego2010

# Job Interviews

ASPRS is providing a private interview room for exhibitors and other employers with job openings who are interested in conducting on-site interviews during the 2010 Annual Conference. The Sustaining Members Council will coordinate and schedule interview times available at the Town and Country Hotel and Convention Center. Contact Mark Stanton, Sustaining Member Council Chair, at mstanton@pixxures.com.

# Job Boards

Boards will again be available in the Exhibit Hall area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

# Prize Drawings

Drawings within your booth for appropriate prizes are encouraged and winners may be announced in the Exhibit Hall. For permission to make announcements within the Hall, please contact the Exhibit Hall Manager in the ASPRS booth.

# Hotel Information

Please make you hotel reservations at the Town and Country Hotel & Convention Center **as soon as possible** in order to take advantage of the special ASPRS room rate of $169. While our room block does not expire until March 22, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the ASPRS block, please see the ASPRS web page link at **www.asprs.org/SanDiego2010** or call 800.772.8527 or (619) 291-7131 and refer to the ASPRS Conference. A very limited number of rooms are reserved in the ASPRS room block at this special rate.

As a courtesy to ASPRS and all conference attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the conference headquarters hotel.

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# SPECIAL REBATE ANNOUNCEMENT

ASPRS is offering a rebate to all exhibitors who stay for a minimum of three nights at the Town and Country Hotel and Convention Center during the 2010 Annual ASPRS Conference. This is the headquarters hotel for this conference.

Exhibitors who book within the ASPRS room block and stay a minimum of three nights at the Town and Country Hotel and Convention Center between April 25 and April 30 are eligible for a $100 rebate from ASPRS. This offer is limited to a maximum of four rebates per full price 10'' x 10' booth. This rebate is an expression of our appreciation for your patronage of the conference hotel, and enables us to contain meeting costs.

To claim this rebate from ASPRS, exhibitors must fax or mail a copy of his/her paid Town and Country Hotel and Convention Center bill to the following address. All requests must be postmarked on or before May 13, 2010. Please indicate to whom the rebate check should be made payable.

Anna Marie Kinerney
Meetings/Marketing Manager
ASPRS
5410 Grosvenor Lane
Bethesda, Maryland 20814
Fax: 301 493-0208

# EXHIBITOR CONFERENCE REGISTRATION

**Conference Registration Deadline – March 26, 2010** **-** Registration is required for all exhibitors and booth staff.

**Registration Procedures** **-** Each exhibiting company will receive one (1) complimentary full conference registration and three (3) booth staff registrations per 10'x10' booth. Please complete the **"Exhibitor Registration Form"** included in this packet, for your full conference registrant and booth staff. Additional copies of this form may be made and must be submitted if more than one complimentary full registration or three booth staff registrations apply.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the conference) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

**Outside Contractors/Crew Passes** **-** If an outside contractor will be used to set up your booth, please fill out the enclosed "Intent to Use Non-Official Contractor" form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

**BADGES MAY BE PICKED UP ON-SITE AT THE ASPRS REGISTRATION DESK IN THE TOWN AND COUNTRY HOTELAND CONVENTION CENTER DURING REGISTRATION HOURS AS NOTED IN THE ON LINE PRELIMINARY PROGRAM AT www.asprs.org/SanDiego2010**

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# Exhibitor Registration Form

**For each 10'x10' area purchased, the exhibitor is entitled to one complimentary full conference registration** (admits bearer to all non-fee sessions and social functions) **and** three **exhibitor badges** (allowing booth staff access to the show floor**,** and Exhibitors' Reception only)**. Please use this form to register your full conference attendee and booth staff. If you have purchased space larger than a 10'x10' area, please make the appropriate number copies of this form. If you would like to purchase additional full conference registrations or register your employees for additional events held in conjunction with this ASPRS Conference that are not included in the complimentary registration, please use the official ASPRS Conference Registration Form. These forms can be found at http://www.asprs.org/SanDiego2010. Completed exhibitor registration forms are due by March 26, 2010. Return address information is below.**

## Complimentary Full Conference Registration
## (one per 10'x10' booth)

**Last Name** _____ **First Name**_____

**First Name on badge:** _____

**Company** _____**Street Address** _____

**City** _____**State/Province** _____ **Zip/Postal Code:** _____ **Country** _____

**Business Phone** _____**Fax** _____ **E-mail** _____

**Emergency Contact Name & Phone Optional)**_____

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# Exhibitor Booth Staff Badges
## (three per 10'x10' booth)

#1 **Last Name** _____ **First Name** _____

**First Name on badge** _____

**Company** _____ **Street address** _____

**City** _____ **State/Province** _____ **Zip/Postal Code** _____ **Country** _____

**Phone** _____ **Fax** _____ **E-mail address** _____

**Emergency Contact Name & Phone (Optional)**_____

* * * * *

#2 **Last Name** _____ **First Name** _____

**First Name on badge**_____

**Company** _____ **Street address**_____

**City** _____ **State/Province** _____ **Zip/Postal Code:** _____ **Country** _____

**Phone**_____ **Fax** _____ **E-mail address** _____

**Emergency Contact Name & Phone (Optional)**_____

* * * * *

#3 **Last Name** _____ **First Name** _____

**First Name on badge**_____

**Company** _____ **Street address** _____

**City** _____ **State/Province** _____ **Zip/Postal Code** _____ **Country** _____

**Phone**_____ **Fax** _____ **E-mail address** _____

**Emergency Contact Name & Phone (Optional)**_____

*Return no later than March 26, 2010 to:*

**ASPRS Conference Registration**
**International Meetings, Inc.**
**2142 Priest Bridge Ct., Ste. 9**
**Crofton, Maryland 21114**
**410-451-3026**
**888-233-2864 Toll Free**
**Fax: 443-926-9631**

# Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while in at this ASPRS Conference, please read and complete the following information.

## Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the ASPRS Conference who will perform any services within the ASPRS designated exhibit area for an exhibitor and are approved for show management will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the ASPRS Conference rules and regulations. Contractor must agree to abide by all union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by 9 am on Wednesday, April 28, 2010 and dismantled and ready for shipping by 5 pm on Friday, April 30, 2010. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply ASPRS and Levy Exposition Services of the names and addresses of the personnel who will be working within the Exhibit Hall.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by April 12, 2010, a valid "Certificate of Insurance" with the following limits: Comprehensive, General Liability not less than $100,000 with respect to injuries to any one person in any occurrence; $300,000 with respect to injuries to more than one person in any one occurrence; and $1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than $100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.

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# Intent To Use Non-Official Contractor

I understand and agree that the Non-Official Contractor will abide by show rules and regulations and those outlined on the previous page.

Exhibiting Company: _____

Booth Number: _____

Exhibiting Company Contact: _____

Non-Official Contractor: _____

City, State Zip:_____

Phone: _____ Fax: _____

The Exhibitor must submit an "Intent To Use a Non-Official Contractor" form to the ASPRS Meetings Manager and Levy Exposition Services by April 12, 2010. The Non-Official Contractor must submit a list of employees and a valid Certificate of Insurance to the ASPRS Conference Organizer and Levy Exposition Services by April 12, 2010. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

## Return one (1) copy to each address:

**ASPRS**
**Meetings Manager**
**5410 Grosvenor Lane, Suite 210**
**Bethesda, MD 20814**
**301-493-0208 Fax**

**Levy Exposition Services, Inc.**
**Anita Macleod**
**14900 Interurban Avenue South, Suite 271**
**Seattle, Washington 98168**
**253-437-0032 Fax**

# Rules and Regulations

## ADMITANCE POLICY

Show Management will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Town and Country Hotel & Convention Center beginning at 4 pm on Sunday, April 25, 2010. Badges and exhibitor ribbons must be worn to gain access to the Exhibit Hall.

## AISLE OBSTRUCTION

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by show management.

## BADGE SYSTEM

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS management to allow, at the appropriate times, only those with exhibitor badges in the Exhibit Hall. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Exhibit Hall without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

## BOOTH ACTIVITIES

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulations, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

## BOOTH SPECIFICATIONS

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

## BUILDING PROTECTION

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

## CATERING WITHIN THE EXHIBIT HALL

All food items must be purchased through the Town and Country Hotel & Convention Center . For all catering needs at the Hotel Please contact Bengt Samuelsson, Assoc. Director of Convention Services Phone619-908-5011, Fax 619-294-8154; b.samuelsson@towncountry.com

## CUSTOM DISPLAYS

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of the rules are enclosed. Show management may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

## DECORUM OF EXHIBITS

Show management reserves the right to restrict exhibits, which, because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of show management, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature

## ELECTRICAL

All electrical orders will be filled directly by the Town and Country Hotel and Convention Center. Order forms are included in this kit.

## EXHIBITORS' RESPONSIBILITY

Exhibitors have the right to escort their goods and merchandise from the receiving point at the Exhibit Hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 7:00 pm on Friday, April 30, 2010.

## HALL ACCESS AFTER SHOW HOURS

All exhibitors will be required to leave the show within 30 minutes after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS Show Management. Security will ask for proper identification include badge and ribbon before allowing anyone into the Exhibit Hall. Every consideration will be made to accommodate Exhibitors and still have an effective security program.

## INSURANCE

**Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, during the exhibition, and removal as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of $1 million dollars. AND, PLEASE NOTE: ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Certificates should be faxed to:**

**Jim Perrus**
**The Townsend Group**
**jperrus@townsend-group.com (preferred transmission)**
**(301) 215-7704 (FAX)**

**Exhibits cannot be installed until such certificate has been provided.**

Although the ASPRS will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage to any exhibit materials.

## LABOR

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used.

Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Exhibit Hall area at the Town and Country Hotel and Convention Center. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Exhibit Hall. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

## MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by the ASPRS.

## OCCUPANCY

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the ASPRS shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. If booth space is not occupied by 9:00 am on **Wednesday, April 28,** the ASPRS may take possession of said space**.**

**Exhibitors will not be allowed access to the Exhibit Hall until all outstanding invoices are paid.**

## SAFETY DEVICES

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the ASPRS Show Management may suspend the demonstration.

## SECURITY

Every effort has been made by ASPRS to ensure the safety of your property. The Town and Country Hotel and Convention Center will provide general security on a 24-hour basis. ASPRS' objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Town and Country Hotel & Convention Center, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Anna Marie Kinerney at 301-493-0290 ext.106. Orders must be placed by March 22, 2010..

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to ASPRS and Levy Expo.
- Hire a security officer to be assigned to your booth during non-show hours.

## SIGNS

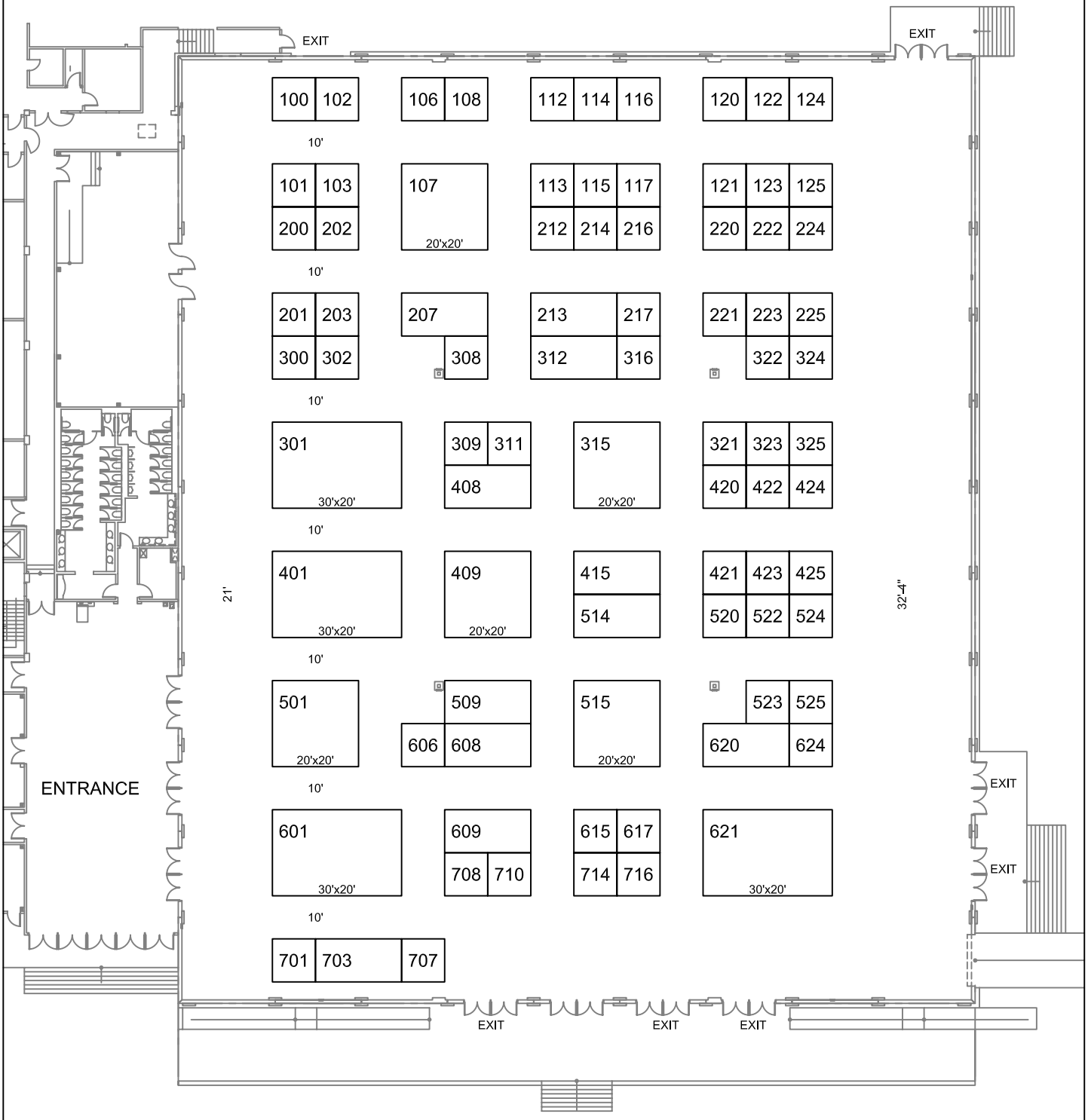
A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

## SOUND DEVICES AND LIGHTING

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

## TELEPHONES/INTERNET SERVICE

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Town and Country Hotel & Convention Center. Order forms are included in this kit.




# 2010 ASPRS ANNUAL CONFERENCE

## APRIL 26 - 30, 2010

TOWN & COUNTRY RESORT & CONVENTION CENTER
GRAND EXHIBITION HALL
SAN DIEGO, CA

64 - 10' x 10' BOOTHS
11 - 10' x 20' BOOTHS
5 - 20' x 20' BOOTHS
4 - 20' x 30' BOOTHS

LEVY EXPOSITION SERVICES INC.

Tel: 253 437 0031 Fax: 253 437 0032 www.levyshow.com

asprs 2010/asprs2010.dwg/23/03/09

Town and Country
RESORT & CONVENTION CENTER
FASHION VALLEY
FASHION VALLEY TROLLEY STATION
SAN DIEGO RIVER
BRIDGE TO FASHION VALLEY SHOPPING CENTER
Parking
Parking Gate
GOLDEN PACIFIC DRIVE
ROYAL PALM DRIVE
RESTAURANTS
MEETING ROOMS
GUESTROOMS
POOLS
ICE
SOFT DRINKS
ELEVATORS
ACCESSIBLE SPACES
ACCESSIBLE RESTROOMS
ACCESS ROUTE
ACCESSIBLE GUEST ROOM LOCATIONS ROYAL PALM TOWER 3500 ROOMS
ATM AUTOMATED TELLER MACHINE
ROYAL PALM TOWER
1000 - 1016 10th Floor 1017 - 1033
1900 - 1916 9th Floor 1917 - 1933
1834 1801 - 1816 8th Floor 1817 - 1833
1700 - 1716 7th Floor 1717 - 1733
1600 - 1616 6th Floor 1617 - 1633
1500 - 1516 5th Floor 1517 - 1533
1400 - 1416 4th Floor 1417 - 1433
1300 - 1316 3rd Floor 1317 - 1333
1200 - 1216 2nd Floor 1217 - 1233
1100 - 1116 1st Floor 1118 - 1133
GAZEBO
VAN
Purchasing Office
Loading Dock
GOLDEN BALLROOM
PACIFIC SALON ONE
PACIFIC SALON TWO
PACIFIC SALON THREE
GOLDEN PACIFIC BALLROOM
2nd Floor PACIFIC SALON FOUR
PACIFIC SALON FIVE
PACIFIC SALON SIX
PACIFIC SALON SEVEN
LOWER LEVEL PARKING
PACIFIC BALLROOM
FOYER
ROYAL PALM WAY
CONVENTION CENTER
LION FOUNTAIN COURT
FOOD COURT
WHIRLPOOL
POOL
Sunshine Deli
Terrace Cafe
GIFT SHOP
TERRACE SALON ONE
TERRACE SALON TWO
TERRACE SALON THREE
FASHION VALLEY ROAD
MEETING SERVICES (2ND FLOOR)
CONVENTION SERVICES
ACCESSIBLE LIFT
Package Room
ROYAL PALM BALLROOM
ROYAL PALM SALON ONE
ROYAL PALM SALON TWO
ROYAL PALM SALON THREE
ROYAL PALM SALON FOUR
ROYAL PALM SALON FIVE
ROYAL PALM SALON SIX
ATLAS BALLROOM
TOWN & COUNTRY
ATLAS FOYER
SAN DIEGO
GOLDEN WEST
CALIFORNIA
Lower Level
ATM
ROSE GARDEN
TIKI PAVILION
DOVER
STRATFORD
ROSE PARK LANE
SUNSET
MEETING HOUSE
SUNRISE
ESQUIRE
TOWNE
DEVONSHIRE
Convention Sales (2nd floor)
Catering Sales
Business Center
The Boardroom
Grand Hall Foyer
TIFFANY ROOM
Trellises
Garden Grille
GRAND EXHIBIT HALL
TRELLISES COURTYARD
POOL
GIFT SHOP
LOBBY
Registration Area
GAZEBO
ATM
LEXINGTON
AVIS
LOBBY TERRACE COURT
Parking Gate
ROYAL PALM DRIVE
FLAG
Parking
PALM DRIVE
SPA COURTYARD
BELLA TOSCA
DAY SPA & SALON
INNER SANCTUARY ROOM
ROYAL WAY
REGENCY LANE
REGENCY ROAD
REGENCY DRIVE
Parking Structure
REGENCY TOWER
LE PAVILLON
LE SOMMET
WINDSOR ROSE
LE CHANTICLEER
2800 - 2831
2700 - 2731
2600 - 2631
2500 - 2531
2400 - 2431
2300 - 2331
2200 - 2231
2100 - 2131
9th Floor
8th Floor
7th Floor
6th Floor
5th Floor
4th Floor
3rd Floor
2nd Floor
1st Floor
3580 3571
3540 3531
3530 3570
3541 - 3543
3500 - 3502
3544 - 3546
3503 - 3505
3517 3557
3506 3516
3547 3556
3450 3462
3400 3414
3749 - 3783
3735 - 3769
3756 - 3789
3742 - 3775
REGENCY BALLROOM
REGENCY COURTYARD
SHEFFIELD
HAMPTON
WINDSOR
ACCESSIBLE LIFT
3722 3733 3710
ASCOT
BRITTANY
CLARENDON
EATON
FAIRFIELD
3711 3723 3700
GARDEN BALLROOM
GARDEN SALON ONE 2nd Floor
GALLERIA ONE
GARDEN SALON TWO
GALLERIA TWO 2nd Floor
CRESCENT
Charlie's Trolley
3331 3383
3325 3375
3265 - 3268
3260 - 3263
3258
3227 3237
3247 3257
3222 3232
3243 3253
3220-21 3230-31
3240-42 3250-52
3364 - 3374
3305 - 3316
3350 - 3354
3300 - 3304
3600 - 11
3612 - 23
3624 3661
3651 3689
3634 3671
3660 3699
Security
Human Resources
Kelly's STEAKHOUSE
3150
3145
3209 3219
3202 3212
3200-01 3210-11

# ASPRS 2010
# ANNUAL CONFERENCE

QUICK FACTS

**SERVICE CONTRACTOR CONTACTS:**

LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S, Suite 271
Seattle, WA 98168
tel: 253 437 0031
fax: 253 437 0032

**LOCATION:**

Town & Country Resort
500 Hotel Circle North
San Diego, CA 92108

**BOOTH EQUIPMENT:**

each 10' X 10' booth space comes with the following:
- 8' high drapery backwall - gold/white
- 3' high drapery sidewall - gold
- 1 - 7" x 44" booth identification sign

**DISCOUNT PRICE DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your ***PAID*** order is to be received by **April 12, 2010, unless otherwise noted.**

**SHOW SCHEDULE**

| | | |
|---|---|---|
| **INSTALLATION HOURS:** | Monday, April 26, 2010 | 4:00 pm - 6:00 pm |
| | Tuesday, April 27, 2010 | 8:00 am - 5:00 pm |
| | Wednesday, April 28, 2010 | 8:00 am - 10:30 am |
| **SHOW HOURS:** | Wednesday, April 28, 2010 | 10:30 am - 7:00 pm |
| | Thursday, April 29, 2010 | 9:00 am - 5:00 pm |
| | Friday, April 30, 2010 | 9:00 am - 1:00 pm |
| **DISMANTLE HOURS:** | Friday, April 30, 2010 | 11:00 am - 5:00 pm |

**SHIPMENTS:**

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 5:00 pm on Friday, April 30th. If your carrier is not checked in by this time, the shipment (s) will be re-routed via the official show carrier, Liberty Convention Freight.

**SHIPMENTS:**

All **ADVANCE** air and ground shipments should arrive at the advanced warehouse between March 22 - April 21, 2010 and should be consigned as follows:

ASPRS 2010
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
9525 Padget St.
San Diego, CA 92126

All **DIRECT** shipments should not arrive prior to 12:00 pm on Monday, April 26, 2010 and should be consigned as follows:

ASPRS 2010
COMPANY NAME & BOOTH #
Town & Country Resort
c/o Levy Exposition Services Inc..
500 Hotel Circle North
San Diego, CA 92108

LEVY
EXPOSITION SERVICES INC.

# UNION REGULATIONS FOR SAN DIEGO, CALIFORNIA

To assist you in planning your participation in the show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following.

SIGN, DISPLAY AND ALLIED CRAFT UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. **You may set up your exhibit display only if one person can accomplish the task in less than ½ hour without the use of tools.**

TEAMSTER UNION

This local union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may only move material that is hand-carryable by one person in one trip. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.**

TIPPING

Levy Exposition Services requests that exhibitors do not tip our employees. They are paid an excellent wage, denoting a professional status, and we feel that tipping is not necessary. This applies to all Levy Exposition Services employees.

LEVY
EXPOSITION SERVICES INC.

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USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**ASPRS 2010 Annual Conference**
**Opportunities for Emerging Geospatial Technologies**
**April 26 - 30, 2010**
**Town & Country Resort, San Diego, CA**

# PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

| | | | | | |
|---|---|---|---|---|---|
| COMPANY | | | | BOOTH NUMBER | |
| ADDRESS | street | city | state/province | zip/postal code | country |
| PHONE | FAX | | PO # | E-MAIL | |
| AUTHORIZED CONTACT SIGNATURE<br>X | | AUTHORIZED CONTACT - *PLEASE PRINT* | | DATE | |

***All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.***

## CREDIT CARD AUTHORIZATION

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS EXPIRY DATE ☐☐ ☐☐

ACCOUNT NUMBER ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐ CORPORATE ☐ PERSONAL

CARDHOLDER'S BILLING ADDRESS | city | state/province | zip/postal code | country

CARDHOLDER'S SIGNATURE
X

CARDHOLDER'S NAME - *PLEASE PRINT*

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card and/or bank check, however, ***we require your credit card authorization to be on file with LES.*** **For your convenience,** we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

## CALCULATION OF ORDER FORMS

*TOTAL FROM EACH ORDER FORM*

| | | |
|---|---|---|
| Carpet, Drape, & Complements Rental Order Form | $ | |
| Custom Carpet Order Form | $ | |
| Table and Chair Rental Order Form | $ | |
| Specialty Accessories Rental Order Form | $ | |
| Hardwall System Rental Order Form | $ | |
| Graphics & Sign Order Form | $ | |
| Plant & Flower Order Form | $ | |
| Exhibit Booth Cleaning Order Form | $ | |
| Labor Order Form | $ | |
| Material Handling Order Form | $ | |
| Other LES Services | $ | |
| **FULL PAYMENT IN US FUNDS** | $ | |

***To simplify payment,*** *send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.*

Charge my credit card in the amount of $ ☐

Check no. ☐ Dated ☐ in the amount of $ ☐

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# CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

## COLORED CARPET SELECTIONS

| Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|
| Size - 9 ft. X 10 ft. | 146.00 | 189.80 | |
| 9 ft. X 20 ft. | 292.00 | 379.60 | |
| 9 ft. X 30 ft. | 438.00 | 569.40 | |
| 9 ft. X 40 ft. | 584.00 | 759.20 | |
| Custom cut size. Calculate sq. ft. x price per sq. ft.<br>Size _____ ft. x _____ ft.<br>= _____ sq. ft. | 3.45 | 4.49 | |

☐ Navy Blue ☐ Teal ☐ Gray ☐ Black ☐ Red ☐ Hunter Green

## CARPET OPTIONS

| Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|
| Carpet foam padding per sq. ft.<br>Size _____ ft. x _____ ft.<br>= _____ sq. ft. | 1.50 | 1.95 | |
| Poly covering per sq. ft.<br>Size _____ ft. x _____ ft.<br>= _____ sq. ft. | 1.00 | 1.30 | |

## DRAPE (Includes installation and removal)

| | | | |
|---|---|---|---|
| _____ lin. ft. of 3' high drape | $7.50/ft | $9.75/ft | |
| _____ lin. ft. of 8' high drape | $11.50/ft | $14.95/ft | |

☐ Blue ☐ Red ☐ Teal ☐ Brown ☐ White ☐ Gold ☐ Black
☐ Purple ☐ Green ☐ Grey ☐ Burgundy ☐ Hunter Green

## SPECIAL INSTRUCTIONS

## COMPLEMENTS (Also see Specialty Accessories Form)

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | Waste basket | 27.00 | 35.10 | |
| | Chrome coat tree | 72.00 | 94.00 | |
| | Aluminum easel | 40.00 | 52.00 | |
| | Chrome sign holder 22" X 28" | 86.00 | 111.80 | |
| | Chrome stanchions | 29.00 | 38.00 | |
| | Velvet stanchion ropes - blue | 29.00 | 38.00 | |
| | | | | |
| | | | | |

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| 25% CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

**STANDARD RATE** will be applied to all orders not received and paid in full by **April 12, 2010**. We reserve the right to adjust orders calculated incorrectly.

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# CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

## Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

| | | | | | |
|---|---|---|---|---|---|
| A | ☐ | Royal Blue | F | ☐ | Beige |
| B | ☐ | Navy Blue | G | ☐ | Grey |
| C | ☐ | Charcoal | H | ☐ | Boysenberry |
| D | ☐ | Red | I | ☐ | Teal |
| E | ☐ | Spice | J | ☐ | Hunter Green |

(CHECK BOX OF COLOR DESIRED)
SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
Orders must be received by **April 12, 2010** to guarantee availability.

| | | DISCOUNT PRICE | STANDARD PRICE (late order) |
|---|---|---|---|
| Booth Size | _____ft. x _____ft. = _____sq. Ft. at | $4.45 per sq. ft. | $5.79 per sq. ft. =$_____ |
| Carpet Pad | _____ft. x _____ft. = _____sq. Ft. at | $1.50 per sq. ft. | $1.95 per sq. ft. =$_____ |

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

## SPECIAL INSTRUCTIONS

_____

_____

_____

_____

_____

## EXHIBITOR INFORMATION

COMPANY

CONTACT | BOOTH#

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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# TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

## TABLES

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| **TABLES 30" HEIGHT** | | | | |
| 8' x 2' Skirted | | 133.00 | 172.90 | |
| 6' x 2' Skirted | | 120.00 | 156.00 | |
| 4' x 2' Skirted | | 105.00 | 136.50 | |
| Fourth side of table skirted | | 48.00 | 62.40 | |
| Unskirted table ☐ 8' ☐ 6' ☐ 4' | | 62.00 | 80.60 | |

☐ Blue ☐ Red ☐ Teal ☐ Plum ☐ White ☐ Black
☐ Burgundy ☐ Hunter Green

| | | | | |
|---|---|---|---|---|
| **TABLES 40" COUNTER HEIGHT** | | | | |
| 8' x 2' Skirted | | 156.00 | 202.80 | |
| 6' x 2' Skirted | | 142.00 | 184.60 | |
| 4' x 2' Skirted | | 128.00 | 166.40 | |
| Fourth side of table skirted | | 52.00 | 67.60 | |
| Unskirted table ☐ 8' ☐ 6' ☐ 4' | | 67.00 | 87.10 | |

☐ Blue ☐ Red ☐ Teal ☐ Plum ☐ White ☐ Black
☐ Burgundy ☐ Hunter Green

| | | | | |
|---|---|---|---|---|
| **WHITE PEDESTAL TABLE - 30" DIAMETER** | | | | |
| 17" Coffee table height | | 99.00 | 128.70 | |
| 30" Table height | | 110.00 | 143.00 | |
| 40" Counter height | | 140.00 | 182.00 | |

| | | | | |
|---|---|---|---|---|
| **TABLE RISERS DRAPED IN WHITE VINYL** | | | | |
| 4'L X 8"W X 8"H | | 68.00 | 88.00 | |
| 6'L x 8"W x 8"H | | 78.00 | 101.00 | |
| 8'L x 8"W x 8"H | | 88.00 | 114.00 | |

## CHAIRS

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| **FABRIC SLED BASE CHAIR - GREY** | | 72.00 | 93.60 | |
| **FABRIC SLED BASE ARMCHAIR - GREY** | | 79.00 | 102.70 | |
| **FABRIC HIGHBACK STOOL - GREY** | | 91.00 | 118.30 | |

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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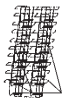
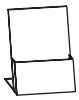
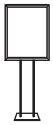
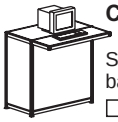
# SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

## DISPLAY UNITS

| | | | | |
|---|---|---|---|---|
| | **FABRIC POSTER BOARD**<br>4' x 8' grey fabric covered both sides<br>☐ Horizontal (shown) ☐ Vertical | | 150.00 | 195.00 |
| | **POP-UP BOOTH**<br>9'-6" x 7'-5" tall<br>Velcro compatible<br>Set of four lights<br>☐ Black | | 1,410.00 | 1,833.00 |
|  | **BLACK WIRE LITERATURE RACK**<br>20 pockets for 8.5" x 11" material | | 95.00 | 124.00 |
|  | **PLEXIGLASS BROCHURE HOLDER**<br>9" x 11"<br>☐ Table top ☐ Wall mount | | 27.00 | 35.10 |
| | **ALUMINUM EASEL**<br>Fits sign sizes:<br>22" x 28"<br>24" x 36"<br>28" x 44" | | 40.00 | 52.00 |
|  | **CHROME SIGN HOLDER**<br>22" x 28" | | 86.00 | 111.80 |
| | **OAK BOOK CASE**<br>5' Tall X 36" Wide X 12" Deep | | 365.00 | 475.00 |

## COUNTER UNITS

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| **WHITE COUNTER**<br>Sliding doors & storage shelf<br>20" x 40" x 40" tall<br>☐ Lock ($20.00 each) | | 295.00 | 384.00 | |
| **JEWELRY CASE**<br>One shelf<br>20" x 40" x 40" tall<br>☐ Lock ($20.00 each)<br>☐ Lights ($20.00 each) | | 375.00 | 488.00 | |
| **SHOW CASE**<br>Two shelves<br>20" x 40" x 40" tall<br>☐ Lock ($20.00 each)<br>☐ Lights ($20.00 each) | | 410.00 | 533.00 | |
|  **COMPUTER COUNTER**<br>12" keyboard extension<br>Sliding doors & storage shelf base - 20" x 40" x 40" tall<br>☐ Lock ($20.00 each) | | 320.00 | 416.00 | |

## ACCESSORIES

| | | | | |
|---|---|---|---|---|
| **TABLE TOP PLEXI DRAW BOX**<br>12" x 12" x 12" tall | | 70.00 | 91.00 | |
| **CHROME BAG HOLDER OR CLOTHING STAND** | | 72.00 | 94.00 | |
| **CHROME COAT TREE** | | 72.00 | 94.00 | |

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## COST SUMMARY

| | | | |
|---|---|---|---|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | | |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) | | |
| SUBTOTAL | | | |
| 7.75% SALES TAX | | | |
| **TOTAL US DOLLARS** | | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 10' x 10' BOOTH PACKAGES

| Description — Base package includes: Aluminum structure, white hardwalls or colored fabric wall panels, company name in block lettering, carpet, 1 pedestal table, 2 chairs, installation and dismantle. | Quantity | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| **MODEL 110** **Basic** - 1 straight header sign<br>**Deluxe** - Basic plus 2 shelves, 1 white counter | | 1,553.00<br>1,889.00 | 2,019.00<br>2,456.00 | |
| **MODEL 120** **Basic** - Corner booth with oversize counter, 1 curved header sign<br>**Deluxe** - Basic plus 1 enclosed corner counter top | | 1,949.00<br>2,087.00 | 2,534.00<br>2,713.00 | |
| **MODEL 130** **Basic** - 1 straight header sign<br>**Deluxe** - Basic plus 2 shelves, 1 white counter | | 1,613.00<br>1,949.00 | 2,097.00<br>2,534.00 | |
| **MODEL 140** **Basic** - 1 oversize curved header sign, 2 built in counters with sliding doors<br>**Deluxe** - Basic plus 2 shelves, 1 white counter | | 2,001.00<br>2,338.00 | 2,601.00<br>3,039.00 | |

## 10' x 20' BOOTH PACKAGES

| | | | | |
|---|---|---|---|---|
| **MODEL 210** **Basic** - 2 straight header signs<br>**Deluxe** - Basic plus 2 shelves, 1 white counter | | 2,708.00<br>3,045.00 | 3,520.00<br>3,959.00 | |
| **MODEL 220** **Basic** - 1 straight & 2 angled header signs, storage area, front angled counters<br>**Deluxe** - Basic plus 2 white counters, 1 door with lock for storage | | 3,122.00<br>4,019.00 | 4,059.00<br>5,225.00 | |
| **MODEL 230** **Basic** - 1 extended straight header sign, angled backwall, 2m wide white centre counter<br>**Deluxe** - Basic plus 4 shelves, 1 full height panel of white slat wall | | 3,321.00<br>3,649.00 | 4,317.00<br>4,744.00 | |
| **MODEL 240** **Basic** - 1 oversize curved header, 3 built in counters with sliding doors<br>**Deluxe** - Basic plus 3 shelves, 1 white curved front display counter | | 3,856.00<br>4,753.00 | 5,013.00<br>6,179.00 | |

## OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**
☐ White ☐ Grey

**CARPET COLOR SELECTIONS**
☐ Navy Blue ☐ Red ☐ Gray ☐ Black ☐ Teal
☐ Hunter Green ☐ Burgundy

**HEADER TO READ** (up to 20 characters, black lettering on white)

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

## SPECIAL INSTRUCTIONS

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## ACCESSORY OPTIONS

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| Wall shelf, .25m deep x 1m long | | 35.00 | 46.00 | |
| Angled shelf, .25m deep x 1m long | | 46.00 | 60.00 | |
| 150 watt chrome arm light, power NOT included | | 48.00 | 62.00 | |
| 2m white curve counter WITH inside shelf, NO doors | | 362.00 | 471.00 | |
| White PVC slat wall, 2.5m high x 1m wide, per lin.m | | 81.00/m | 105.00/m | |

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| 25% CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

**STANDARD RATE** will be applied to all orders not received and paid in full by **April 12, 2010**. We reserve the right to adjust orders calculated incorrectly.

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LEVY
EXPOSITION SERVICES INC.

**Fax: 253 437 0032**
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

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# HARDWALL SYSTEM 10' x 10' EXHIBITS

## **MODEL 110 -** 10'x10' CORNER OR INLINE

**BASE PACKAGE:**
**1 - straight header (with copy)**
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

## **MODEL 120** - 10'x10' CORNER

**BASE PACKAGE:**
**1 - curved header (with copy)**
**1 - curved front display counter**
DELUXE PACKAGE: (as shown)
1 - enclosed corner counter

## **MODEL 130 -** 10'x10' CORNER OR INLINE

**BASE PACKAGE:**
**1 - straight header (with copy)**
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

## **MODEL 140** - 10'x10' CORNER OR INLINE

**BASE PACKAGE:**
**1 - oversize curved header (with copy)**
**2 - .5m(20") x 1m(39") x 1m(39") white counters**
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

## STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
  Please fill in carpet color selection on order form
- Furniture
  One pedestal table & two chairs
- Header assembly
  Graphics - block lettering only (logo extra)
  Please fill in header sign info. on order form

OCTANORM

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# HARDWALL SYSTEM 10' x 20' EXHIBITS

## **MODEL 210 -** 10'x20' CORNER OR INLINE

**BASE PACKAGE:**
**2 - straight headers (with copy)**
DELUXE PACKAGE: (as shown)
2 - .25m(10") deep shelves
1 - .5m(20") x 1m(39") x 1m(39") white counter

## **MODEL 220** - 10'x20' CORNER OR INLINE

**BASE PACKAGE:**
**1 - straight & 2 angled headers (with copy)**
**1 - storage area with drape door**
**2 - white front corner counters**
DELUXE PACKAGE: (as shown)
2 - .5m(20") x 1m(39") x 1m(39") white counters
1 - door with lock for storage area

## **MODEL 230 -** 10'x20' CORNER OR INLINE

**BASE PACKAGE:**
**1 - straight header (with copy)**
**2 - .5m(20") X 1m(39") x 1m(39")**
**built-in white counters**
DELUXE PACKAGE: (as shown)
1 - full height panel of white slat wall
4 - .25m(10") deep shelves

## **MODEL 240** - 10'x20' CORNER OR INLINE

**BASE PACKAGE:**
**1 - oversize curved header (with copy)**
**3 - .5m(20") X 1m(39") x 1m(39")**
**built-in white counters**
DELUXE PACKAGE: (as shown)
3 - .25m(10") deep shelves
1 - 2m curved front display counter

## STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
  Please fill in carpet color selection on order form
- Furniture
  One pedestal table & two chairs
- Header assembly
  Graphics - block lettering only (logo extra)
  Please fill in header sign info. on order form

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# GRAPHICS AND SIGN ORDER FORM & INVOICE

## STANDARD SIGN SIZES

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | 7" x 11" | 31.00 | 40.00 | |
| | 7" x 44" | 37.00 | 48.00 | |
| | 11" x 14" | 47.00 | 61.00 | |
| | 14" x 22" | 63.00 | 82.00 | |
| | 22" x 28" | 79.00 | 103.00 | |
| | 28" x 44" | 113.00 | 147.00 | |

Prices listed are for one-color copy (up to 10 words) on a white background.

## OPTIONAL SERVICES

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | Over 10 words (Add per word) | 3.62 | 4.70 | |
| | Easel back on sign (Up to 22" x 28") | 4.83 | 6.23 | |
| | Logo sign | Quoted on Request | | |
| | Banner | Quoted on Request | | |

## DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
  Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM
  100 dpi at actual output size.
  Acceptable formats include: .tif, .bmp, &
  Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of $75.00 per hour *(1 hour minimum)*.
- Digital files must be received at least three (3) weeks before show to receive discount price.

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate) | $17.25 | $25.90 | |

## EXHIBITOR INFORMATION

COMPANY

CONTACT | **BOOTH#**

## INDICATE YOUR SIGN COPY HERE

## ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

**CHOOSE YOUR LAYOUT**

☐ Vertical ☐ Horizontal Levy Exposition Services Inc. to design layout ☐

**LETTER COLOR SELECTIONS**

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple

Black lettering will be provided unless otherwise specified.

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| 100% CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

**STANDARD RATE** will be applied to all orders not received and paid in full by **April 12, 2010.** We reserve the right to adjust orders calculated incorrectly.

**A 100% CANCELLATION FEE** will be applied to all orders received then cancelled.

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# PLANT & FLOWER RENTAL ORDER FORM & INVOICE

## LIVE PLANTS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | Potted flowers | 40.00 | 52.00 | |
| | Boston fern | 46.00 | 60.00 | |
| | Hanging green plant | 46.00 | 60.00 | |

## LIVE TROPICAL PLANTS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | 3' - 4' tall floor plant | 69.00 | 90.00 | |
| | 4' - 5' tall floor plant | 86.00 | 112.00 | |
| | 6' tall floor plant | 113.00 | 147.00 | |

## COLORFUL FRESH CUT FLOWERS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|---|---|---|---|---|
| | Small floral arrangement | 69.00 | 90.00 | |
| | Large floral arrangement | 109.00 | 142.00 | |

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show.
Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

## SPECIAL INSTRUCTIONS

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| 25% CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| 7.75% SALES TAX | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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# EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

## SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

**EXHIBIT VACUUMING** **EMPTYING OF WASTEBASKETS** **GENERAL HOUSEKEEPING**

## DISCOUNT RATE

| TOTAL SQUARE FEET OF BOOTH SPACE | DAYS REQUIRED | RATE | TOTAL |
|---|---|---|---|
| | ☐ Prior To Show Opening ☐ After First Day<br>☐ After Second Day ☐ After Third Day | | |
| 100 Square Feet Minimum Order X | Total Number of Days X | $0.48 = | |

## STANDARD RATE & ON-SITE ORDERS

| TOTAL SQUARE FEET OF BOOTH SPACE | DAYS REQUIRED | RATE | TOTAL |
|---|---|---|---|
| | ☐ Prior To Show Opening ☐ After First Day<br>☐ After Second Day ☐ After Third Day | | |
| 100 Square Feet Minimum Order X | Total Number of Days X | $0.54 = | |

## ADDITIONAL INFORMATION

**General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.**

**All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.**

**If you have any questions or need assistance with any items not listed, please contact our exhibits department.**

**A surcharge may be applied for any damage and or staining of exhibit space.**

## SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

## EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| 25% CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ **MOVE IN** ☐ **MOVE OUT**

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE
labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **35% ($50.00 minimum) Surcharge** will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

☐ **MOVE IN** ☐ **MOVE OUT**

EXHIBITOR WILL SUPERVISE
the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (½) hour before time requested.

## LABOR RATES

| | | |
|---|---|---|
| **REGULAR TIME** | 8:00 AM - 4:30 PM Monday to Friday | $96.00 per Hour |
| **OVER TIME** | 4:30 PM - 8:00 AM Monday to Friday,<br>All day Saturday, Sunday, and holidays. | $159.00 per Hour |

## ESTIMATED INSTALLATION REQUIREMENTS

| | | | | |
|---|---|---|---|---|
| **REGULAR TIME** | _____ Laborers | _____Hours | $96.00 per Hour | $_____ Total |
| **OVER TIME** | _____ Laborers | _____Hours | $159.00 per Hour | $_____ Total |

**A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.**

Date Required _____

Start Time _____

## ESTIMATED DISMANTLE REQUIREMENTS

| | | | | |
|---|---|---|---|---|
| **REGULAR TIME** | _____ Laborers | _____Hours | $96.00 per Hour | $_____ Total |
| **OVER TIME** | _____ Laborers | _____Hours | $159.00 per Hour | $_____ Total |

**A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments.**

Date Required _____

Start Time _____

## INBOUND FREIGHT INFORMATION

Carrier — Date Shipped

Number of Pieces — Weight

Pro Number — Arrival Date (Target)

☐ Loose Display ☐ Crated Display

Quantity of Ladders Required (Optional)

## EXHIBITOR INFORMATION

COMPANY

CONTACT — **BOOTH#**

## COST SUMMARY

| | | |
|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | |
| CANCELLATION FEE (OFFICE USE ONLY) | | |
| SUBTOTAL | | |
| SUPERVISION 35% ($50.00 min.) | | |
| | | |
| **TOTAL US DOLLARS** | | |

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

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**Seattle, WA**
**USA 98168**

*Questions about this form?*
E-mail us at **operations@levyshow.com**
Please include name of show.

# Booth Labor (I&D)
## Part 2 - Outbound Shipping Instructions

**Order Deadline:**
**April 12, 2010**

**ASPRS 2010**
**April 26 - 30, 2010 Town & Country Resort San Diego, CA**

| Exhibitor Name: | Tel. #: | Booth Number |
|---|---|---|
| Billing Address: | Fax #: | |
| City/State/Zip: | Auth. by: | |

## 1 Outbound Shipping Instructions

*Please complete this section if Levy will be supervising booth labor.*

***Exhibitor Outbound Shipping Instructions:*** At close of show, exhibitor freight will be shipped to the following address:
*If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company/Show: | Booth #:

Address:

City/State/Zip:

Attention:

■ ***Select Shipping Method:***

*Select carrier* ➧

☐ Ship via carrier of **exhibitor's choice**.

Name of Carrier:

☐ Ship via **official show freight carrier**.

*Select shipping method* ➧

☐ Ground

☐ Air Select Service Preferred

**Please note:**
- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

## 2 Billing Information

*Please indicate billing information for carrier charges* ***if different than above.***

***Bill Shipping Charges to (if different from above):***

Shipper (signature): | Shipper (print name):

Freight Charges Billed To (Company/Show):

Address:

City/State/Zip:

Telephone: | Attention:

***Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.***

Credit Card Authorization MUST be on file with Levy Exposition Services Inc. before any goods or services will be rendered regar dless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

REV. 10/01

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

**DEFINITIONS**

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

**PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF CALIFORNIA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

**LABOR PROVIDED UNDER THE SUPERVISION OF LES**

**RESPONSIBILITIES**

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

**INDEMNIFICATON**

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

**LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR**

**RESPONSIBILITIES**

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

**INDEMNIFICATION**

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

**IMPORTANT**

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

TERMS & CONDITIONS

LEVY EXPOSITION SERVICES INC.

LEVY
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# MATERIAL HANDLING ORDER FORM & INVOICE

## MATERIAL HANDLING SERVICES

**Crated:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.
**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this catergory due to their delivery procedures.
**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.
**Uncrated:** material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.
**Straight Time -** 8:00 A.M. To 4:00 pm Monday through Friday
**Overtime -** 4:00 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.
**** Please be advised that overtime charges may apply during move-in or move-out.****

| DESCRIPTION | CWT Price | Minimum |
|---|---|---|
| **Showsite Shipment** | | |
| Crated or Skidded Shipment | $ 82.00 | $ 164.00 |
| Special Handling Shipment | 102.50 | 205.00 |
| Uncrated or Pad Wrapped Shipment | 109.00 | 218.00 |
| **Advance Shipment** | | |
| Crated or Skidded Shipment | $ 86.00 | $ 172.00 |
| Special Handling Shipment | 107.50 | 215.00 |
| Late to Warehouse | 112.00 | 224.00 |
| **Overtime Charge (Inbound)(In addition to above rates)** | | |
| Crated or Skidded Shipment | $ 39.00 | $ 78.00 |
| Special Handling Shipment | 39.00 | 78.00 |
| Uncrated or Pad Wrapped Shipment | 39.00 | 78.00 |
| **Overtime Charge (Outbound)(In addition to above rates)** | | |
| Crated or Skidded Shipment | $ 39.00 | $ 78.00 |
| Special Handling Shipment | 39.00 | 78.00 |
| Uncrated or Pad Wrapped Shipment | 39.00 | 78.00 |

**PLEASE NOTE:** Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

| Description | Weight | CWT | Unit Price | Estimated Total Charges |
|---|---|---|---|---|
| ***Crated or Skidded Shipment*** | ***1200 LBS*** ÷ | ***100*** = ***12*** | ***$86.00*** | ***$1,032.00*** |
| | | | | |
| | | | | |
| | | | | |

E X A M P L E

**PLEASE NOTE:** Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

| | | | |
|---|---|---|---|
| RATE ADJUSTMENT (OFFICE USE ONLY) | | | |
| SUBTOTAL | | | |
| | | | |
| **TOTAL** **U. S. DOLLARS** | | | |

## EXHIBITOR INFORMATION

COMPANY

CONTACT | **BOOTH#**

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

LEVY
EXPOSITION SERVICES INC.

**Fax: 253 437 0032**
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**ASPRS 2010 Annual Conference**
**Opportunities for Emerging Geospatial Technologies**
**April 26 - 30, 2010**
**Town & Country Resort, San Diego, CA**

# SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

## ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:
- -receiving your material at the warehouse up to thirty days in advance of the move-in day
- -delivering the shipment to your booth at the facility
- -removing empty crates from your booth to a designated storage area
- -returning your empty crates to your booth at the close of the show
- -loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**ASPRS 2010**
**COMPANY NAME & BOOTH #**
**Levy Exposition Services Inc.**
**c/o Liberty CFS / YRC**
**9525 Padgett St.**
**San Diego, CA 92126**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **March 22, 2010** and no later than **April 21, 2010. Shipments that arrive prior to March 22nd or after April 21st will incur a surcharge.**
Shipments must include an official weight ticket or bill of lading.

## SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:
- -receiving and signing for your shipment on your behalf
- -delivering the shipment to your booth at the facility
- -removing empty crates from your booth to a designated storage area
- -returning your empty crates to your booth at the close of the show
- -loading your crates onto your designated carrier at the close of the show

LEVY
EXPOSITION SERVICES INC.

**Fax: 253 437 0032**
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com



# SHIPPING INSTRUCTIONS (CONT'D.)

## SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**ASPRS 2010**
**COMPANY NAME & BOOTH #**
**Town & Country Resort**
**c/o Levy Exposition Services Inc.**
**500 Hotel Circle North**
**San Diego, CA 92108**

**PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE TOWN AND COUNTRY RESORT PRIOR TO 12:00 PM ON MONDAY, APRIL 26, 2010. ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING.**

## LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

**~ THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
**~ WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
**~ WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.

2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.

5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.

6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.

7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.

8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
   - **A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
   - **B. MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to $.50 per pound article with a maximum liability of $100.00 per item, or $1,500.00 per shipment.

9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF CALIFORNIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN SAN DIEGO, CALIFORNIA.

10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
    - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
    - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
    - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
    - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.

11. **MISCELLANEOUS. EXHIBITOR**, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS

LEVY
EXPOSITION SERVICES INC.

**ASPRS 2010 Annual Conference**
**Opportunities for Emerging Geospatial Technologies**
**April 26 - 30, 2010**
**Town & Country Resort, San Diego, CA**

LEVY
EXPOSITION SERVICES INC.

# ADVANCE WAREHOUSE

To: _____

*EXHIBITOR NAME*

Levy Exposition Services Inc.
c/o Liberty CFS/YRC
9525 Padgett Street
San Diego, CA 92126

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____PCS.

Cut along line and tape label to shipment

LEVY
EXPOSITION SERVICES INC.

ADVANCE WAREHOUSE

To: _____

*EXHIBITOR NAME*

Levy Exposition Services Inc.
c/o Liberty CFS/YRC
9525 Padgett Street
San Diego, CA 92126

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____PCS.

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

*If more labels are needed, copies are acceptable.*

LEVY
EXPOSITION SERVICES INC.

SHOWSITE

To: _____
*EXHIBITOR NAME*

Town & Country Resort
c/o Levy Exposition Services Inc.
500 Hotel Circle North
San Diego, CA 92108

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____PCS.

Cut along line and tape label to shipment

LEVY
EXPOSITION SERVICES INC.

SHOWSITE

To: _____
*EXHIBITOR NAME*

Town & Country Resort
c/o Levy Exposition Services Inc
500 Hotel Circle North
San Diego, CA 92108

EVENT: ASPRS 2010

BOOTH NO. _____ # _____ OF _____PCS.

Cut along line and tape label to shipment

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

*If more labels are needed, copies are acceptable.*

ICAT expo

1-888-933-4228

Leading Provider of Global Logistics Solutions

# ICAT Expo

## *Official Carrier*

*for*

## ASPRS Annual Conference 2010

Obsessed with quality....

Committed to results

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Next day

Second day

Deferred (3-5 day)

International services

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Customs brokerage

Warehousing

*For rates and scheduling, please contact us at:*
***www.icatexpo.com*** *or call* ***1-888-933-4228***

ICAT expo

A Division of ICAT Logistics, Inc.

One Call, Right Solution...***DONE!***

# ASPRS Annual Conference 2010

## ICAT Expo
## OFFICIAL CARRIER

*Schedule your Quote/Pick Up using any of these options:*
**WEB:** www.icatexpo.com
**FAX:** 1-443-459-8095
**E-MAIL:** matt.campbell@icatexpo.com
**CALL:** 1-888-933-4228

## Quote / Shipping Request

| | |
|---|---|
| Shipper Contact | |
| Phone # / Fax # | |
| E-mail | |

| FROM | | TO | |
|---|---|---|---|
| **Company:** | | **Company:** | |
| **Event Name:** | | **Event Name:** | |
| **Facility Name:** | | **Facility Name:** | |
| **Booth #:** | | **Booth #:** | |
| **Address:** | | **Address:** | |
| **City, St., Zip** | | **City, St., Zip** | |
| **Contact:** | | **Contact:** | |
| **Phone:** | **Fax:** | **Phone:** | **Fax:** |

| | | | |
|---|---|---|---|
| **Pick Date:** / / | **Time:** | **Delivery Date:** / / | **Time:** |
| **Special Instructions:** | | | |

| Pieces | Description of Articles, Special Marks and Exceptions | Weight *(Subject to change)* | Length x Width x Height | All Risk Insurance |
|---|---|---|---|---|
| | Crates | | | |
| | Cartons | | | |
| | Fiber Cases/Trunks | | | |
| | Skids (Please provide piece count per skid) | | | |
| | Carpet | | | |
| | Carpet Padding | | | |
| | | | | |
| | **TOTALS** | | | |

| | |
|---|---|
| Important Insurance Information **PLEASE READ NOW!** | Minimum cargo liability agreed to be not more than $0.50/lb. or $50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance. |

**Service Requested**

**Check One:**
- ☐ Next Day
- ☐ Second Day
- ☐ 3-5 Day Deferred
- ☐ Van Line Service
- ☐ Other:

☐ Request pre-printed address Labels and shipping form
☐ Schedule return shipment

**Payment:**
- ☐ ICAT Account number
- ☐ American Express
- ☐ MasterCard
- ☐ Visa
- ☐ Discover

**Account Number** **Exp. Date**

**Cardholder's Name**
**Signature**

**Comments:**

*For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ICAT Expo account rep. Please complete the information above.*
***ICAT Terms & Conditions apply to all shipments.***

# LibertyCFS Inc.

**Tel: 905-338-3993 ♦ Fax: 905-338-1092**

## *Official Transportation and Customs Service Provider*

Transportation & Customs Services

## The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc., the ***Official Transportation and Customs Service Provider***, is there to help you with any of your logistical needs. Let our team of customs and transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide land, sea and air freight forwarding and customs services that are 100 % devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent

### Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight / 2nd Day Service*
- *Economy Air*
- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*

### Customs Solutions

Whether you are shipping to Canada, the United States or anywhere around the world, the experts at LibertyCFS Inc. will make your customs experience as transparent as possible.

- *Documentation*
- *On-site Canadian Customs Clearance*
- *On-site Representation at the Show*
- *Return Documentation*
- *Seamless Freight Management*
- *Canadian & US Customs Clearance*

## Exhibitor Services

### *Pre-Show Support*

- Liberty will help you choose the most effective customs and shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight and customs professionals, every day, all day, answering your questions and giving you peace of mind

### *Show-time Support*

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight and customs experts throughout the event, keeping you informed and prepared for the journey home

### *Post-Show Support*

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

***Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993***

## *"Delivering Freedom"*

Transportation & Customs Services

# LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

# Order Form

Please accept this form as your authority to provide Customs and/or Transportation services.
We wish to use LibertyCFS Inc. for the following: (Pick One)

☐ Customs & Transportation ☐ Customs Only ☐ Transportation Only

| *Shipper* | | | |
|---|---|---|---|
| Company Name | | | |
| IRS # | Booth | | |
| Address 1 | | | |
| Address 2 | | | |
| City | State | Zip | |
| Contact | | | |
| Phone | Fax | | |

| *Consignee* | | |
|---|---|---|
| Exhibitor | | Booth |
| Show Name | | |
| Address 1 | | |
| Address 2 | | |
| Address 3 | | |
| City | State | Zip |
| Contact | Phone | |

| *Bill to* | | | |
|---|---|---|---|
| Company Name | | | |
| Address 1 | | | |
| Address 2 | | | |
| City | State | Zip | |
| Contact | | | |
| Phone | Fax | | |

| *Return Freight to* | | |
|---|---|---|
| Company Name | | |
| Address 1 | | |
| Address 2 | | |
| City | State | Zip |
| Contact | Phone | |
| Arrive by Date | | |

| *Credit Card* | | | |
|---|---|---|---|
| Charge to: | ☐ Visa | ☐ Master Card | ☐ AMEX |
| Card Number | | Expiry Date | |
| I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge. | Card Holder Name | | |
| | Signature | | |

## Transportation Info

| | | |
|---|---|---|
| Pick up | Date | Time |
| Delivery | Date | Time |

### Description of Packages/Contents

| | | |
|---|---|---|
| | Cartons or Boxes | Dimensions |
| | Vinyl Cases | |
| | Wooden Crates | |
| | Flat Pieces | Description of Goods |
| | Skids or Pallets | |
| | Trunks | |
| | Tubes | Weight |
| | Other | |
| | Total | |

### Service Requested:

☐ Express 2 Day ☐ Economy 3-5 Day

☐ Other (Specify below)

### Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.

Enter Amount $ _____

### FAA/DOT Security Approval: Known/Unknown

Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature _____

**Fax to: 905-338-1092**

LEVY
EXPOSITION SERVICES INC.

**Fax: 253 437 0032**
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**ASPRS 2010 Annual Conference**
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# REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than April 12, 2010.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with **Town & Country Resort.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., AMERICAN SOCIETY FOR PHOTOGRAMMETRY & REMOTE SENSING, ASPRS 2010 and the TOWN & COUNTRY RESORT as additional insured's** by **April 12, 2010.** These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than April 12, 2010. If this form and the certificate of insurance from the non-official contractor is not received by April 12, 2010, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY**
**PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax_____

Estimated Arrival at Show_____ Number of Workers: _____

Authorized By: _____Title: _____
(Sign & Print Name)

# Electrical Rental Information

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

### Electrical Order Checklist

☐ ***Save money!*** Place your order before the advance rate deadline date and save up to one-third on your electrical order.

☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.

☐ Order 24-Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. ***Listed rates do not include labor and material for hookups, disconnects, and/or distribution.***

☐ If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Outlet Location Grid Form for this purpose, or provide your own floorplan. ***Labor must be ordered for all under carpet distribution of electrical wiring.***

☐ You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.

☐ You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the back of the Electrical Rental Order Form. ***Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.***

☐ Avoid code violations. Check the electrical code requirements on the back of the Electrical Rental Order Form.

☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.

☐ ***Payment must be included with your order to secure the advance rate. Include check or credit card authorization.***

☐ ***If you require electrical labor, you must provide your credit card information on the electrical rental order form before labor will be performed.***

***If you have any questions, please call us at: 800/842-2517***

# Electrical Service Information

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

## Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. ***Please leave all 2-wire cords at home!***

## Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

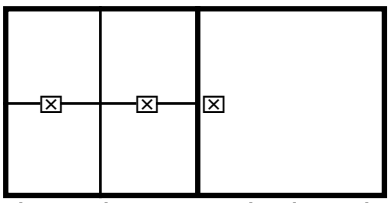
- *15 amp 120 volt: Standard U-ground plug*
- *20 amp 208 volt 1∅ or 3∅: Leviton 3521 plug or equivalent*
- *60 amp 208 volt 1∅ or 3∅: Aero J560P plug or equivalent*
- *100 amp 208 volt 1∅ or 3∅: J-Tech J5100P plug or equivalent*

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

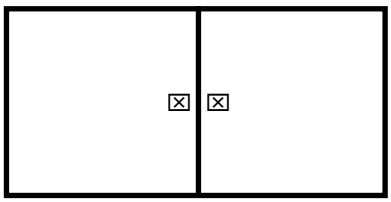
## Commonly Asked Questions

*Where will my outlet be located?*

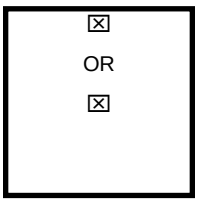
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



***Line Booths*** ***Peninsula Booths***



***Back-to-Back Peninsula Booths***




***Island Booths***

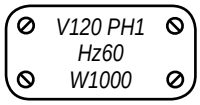
*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

*Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:* Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

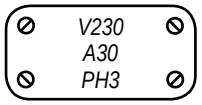
*Island Booths:* You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.




*120 Volt Single Phase*
*60 Cycle*
*1000 Watts*




*230 volts*
*30 Amps*
*3 Phase*

# Electrical Rental Order Form

E-3

TRADE SHOW ELECTRICAL®

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

***ADVANCE RATE DEADLINE DATE:***

APRIL 16, 2010

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

STREET | CITY | STATE | ZIP | COUNTRY

PHONE | FAX | PURCHASE ORDER NUMBER

AUTHORIZED CONTACT | *DATE*

☐ MASTERCARD ☐ VISA ☐ DISCOVER ☐ DINERS CLUB ☐ AMERICAN EXPRESS

AUTHORIZED CARDHOLDER SIGNATURE | AUTHORIZED CARDHOLDER - *PLEASE PRINT* | *EXPIRATION DATE*

**X**

**BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS & CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, WITH FULL PAYMENT, BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.**

| | ITEM # | QUANTITY | *QUANTITY 24 HR/DED. | DESCRIPTION | ADVANCE RATE | REGULAR RATE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| | | | | MOTOR & EQUIPMENT OUTLETS | | | |
| 120V | 6001 | | | 5 Amp/500 Watts | $ **150.00** | $ 200.00 | |
| 120V | 6002 | | | 10 Amp/1000 Watts | $ **210.00** | $ 280.00 | |
| 120V | 6003 | | | 15 Amp/1500 Watts | $ **260.00** | $ 335.50 | |
| 120V | 6004 | | | 20 Amp/2000 Watts | $ **310.00** | $ 400.50 | |
| 120V | 6005 | | | 30 Amp | Call For Quote | | |
| 208V 1∅ | 6006 | | | 10 Amp | $ **344.50** | $ 459.00 | |
| 208V 1∅ | 6007 | | | 20 Amp | $ **475.00** | $ 633.50 | |
| 208V 1∅ | 6008 | | | 30 Amp | $ **619.50** | $ 826.00 | |
| 208V 1∅ | 6009 | | | 60 Amp | $ **826.00** | $ 1,101.50 | |
| 208V 1∅ | 6010 | | | 100 Amp | $ **1,067.00** | $ 1,422.50 | |
| 208V 1∅ | 6012 | | | 200 Amp | $ **1,720.50** | $ 2,294.00 | |
| 208V 3∅ | 6013 | | | 10 Amp | $ **461.50** | $ 615.00 | |
| 208V 3∅ | 6014 | | | 20 Amp | $ **636.50** | $ 848.50 | |
| 208V 3∅ | 6015 | | | 30 Amp | $ **830.00** | $ 1,107.00 | |
| 208V 3∅ | 6016 | | | 60 Amp | $ **1,107.00** | $ 1,475.50 | |
| 208V 3∅ | 6017 | | | 100 Amp | $ **1,429.50** | $ 1,906.00 | |
| 208V 3∅ | 6019 | | | 200 Amp | $ **2,305.50** | $ 3,074.00 | |
| | | | | TRANSFORMER(S) TO BOOST 208V TO 230V | | | |
| | 6020 | TOTAL AMPS | TOTAL AMPS | Circle Outlets Requiring Boost | @ $4.00/AMP (20 AMP MIN.) | | |
| | | | | MOTOR & EQUIPMENT OUTLETS | | | |
| 480V 3∅ | 6021 | | | 20 Amp | $ **764.00** | $ 1,018.50 | |
| 480V 3∅ | 6022 | | | 30 Amp | $ **996.00** | $ 1,328.00 | |
| 480V 3∅ | 6023 | | | 60 Amp | $ **1,328.00** | $ 1,771.00 | |
| 480V 3∅ | 6024 | | | 100 Amp | $ **1,715.50** | $ 2,287.50 | |
| 480V 3∅ | 6025 | | | 200 Amp | $ **2,767.00** | $ 3,689.00 | |
| | | | | Also Available: 380V/220V 3∅ MOTOR & EQUIPMENT OUTLETS | | | |
| | | | | *CALL FOR QUOTE* | | | |
| | | | | LIGHTS *Price includes Outlet & Labor for Light Only.* | | | |
| | 6026 | | | 150 Watt[1] | $ **150.00** | $ 200.00 | |
| | 6027 | | | Dbl. 150 Watt[1] | $ **255.00** | $ 340.00 | |
| | 6028 | | | 250 Watt Krypton[1] | $ **195.00** | $ 260.00 | |
| | 6029 | | | Overhead Quartz[2] | $ **600.00** | $ 800.00 | |
| | | | | | Payment Enclosed | | |

*[1]ON STANCHION, IN-LINE BOOTHS ONLY.*
*[2]MAY REQUIRE LABOR AND/OR LIFT AT ADDITIONAL CHARGE NOT AVAILABLE AT SOME LOCATIONS.*

PLEASE READ CAREFULLY

- ***Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.**
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION —** All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- **TSE JURISDICTION** *(Requires labor and/or material)* — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- **ELECTRICAL LABOR (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate.** A 25% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a $50.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (½) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

# Electrical Labor Order Form

E-4

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

***ADVANCE RATE DEADLINE DATE:***

APRIL 16, 2010

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

**YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.**

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**
**TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. **Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**

## Important Information & Rates

**Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM.** All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. **Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electricians at the time confirmed, a one (1) hour "No-Show" charge per electrician will apply.**

The minimum charge for labor and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (½) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY TSE.** All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

| Electrician, Per Hour | Advance | Regular | Show-Site |
|---|---|---|---|
| Straight Time | $ 92.00 | $ 115.00 | $ 138.00 |
| Overtime | $ 184.00 | $ 230.00 | $ 276.00 |

| Electrician w/Lift, Per Hour | Advance | Regular | Show-Site |
|---|---|---|---|
| Straight Time | $ 344.00 | $ 430.00 | $ 516.00 |
| Overtime | $ 436.00 | $ 545.00 | $ 654.00 |

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays.
- Advance Rate: Rate applies to orders placed on or before the above advance deadline date.
- Regular Rate: Rate applies to orders placed after the above advance deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

## Please Indicate Service

☐ **TSE SUPERVISED (OK TO PROCEED)**
***Requires floor plan. Please complete "Outlet Location Grid" form (E-5), or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.***
TSE will supervise labor to:
- Distribute power under carpet.

*A 25% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

☐ **EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
- *Indicate electricians needed for installation* **and** *dismantling*

## Place Order Here

| LABOR TYPE | SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | # OF HOURS | # OF ELECTRICIANS | LABOR RATE/HR | TOTAL |
|---|---|---|---|---|---|---|---|
| | | AM PM | AM PM | | | | $ |
| | | AM PM | AM PM | | | | $ |
| | | AM PM | AM PM | | | | $ |
| | | AM PM | AM PM | | | | $ |
| | | AM PM | AM PM | | | | $ |
| | | AM PM | AM PM | | | | $ |

| | | |
|---|---|---|
| **I AGREE TO ALL TERMS & CONDITIONS PRINTED ON THE ELECTRICAL RENTAL AND LABOR ORDER FORMS (E-3 & E-4).** | 1. Total Labor Ordered | $ |
| | 2. 25% ($50.00) TSE Supervision | $ |
| | **3. Payment Enclosed** | $ |
| **Authorized Signature:** | **X** | |
| AUTHORIZED NAME - PLEASE PRINT | | DATE |

**TSE IS RESPONSIBLE FOR THE FOLLOWING. PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN ABOVE:**

**Power Distribution**
E1 - Concealed wiring in walls, headers, or displays
E2 - In front of hard walls at the back of booth
E3 - Above tile floor
E4 - Distribution from outlets to equipment

**Equipment Connections**
E5 - Electrical motors and/or controls
E6 - Breaker panels or power distribution panels
E7 - Interconnection between equipment
E8 - Electrical apparatus equipment wiring

**Lights**
E9 - Separately attached light tracks
E10 -Track light heads

**General Lighting**
E11 - Flourescent/Incandescent
E12 - Overhead
E13 - Lighting mounted separate to exhibit structure
E14 - Light boxes
E15 - Neon

**Other Electrical**
E19 - Specify:

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

050806



25-95293

# Outlet Location Grid

E-5

TRADE SHOW ELECTRICAL®

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

***FORM DEADLINE DATE:***

APRIL 16, 2010

| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|---|---|---|
| AUTHORIZED CONTACT SIGNATURE<br>X | AUTHORIZED CONTACT—PLEASE PRINT | DATE |

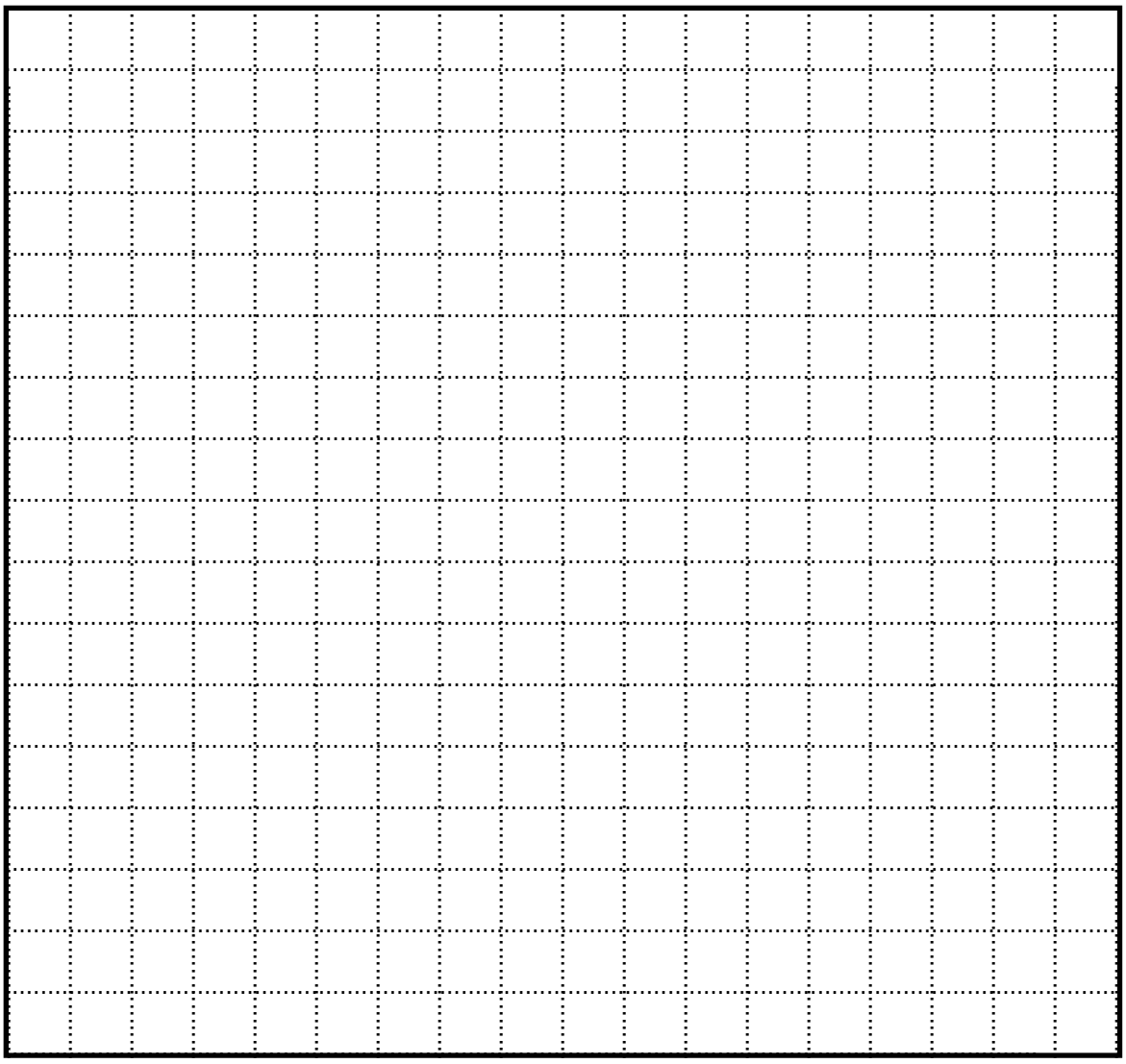
If you have an island booth and/or require electrical distribution, you must submit a booth floor plan with your Electrical Service Order Form to ensure that your outlets and lighting are properly placed. If you do not have a booth floor plan, please use the grid on this page and submit it with your electrical order. (See the Electrical Service Information Sheet for additional information).

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- **Mark the adjacent booth numbers or aisle numbers.** This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Mark main power location.
- Detach this form and send it with your prepaid Electrical Service Order Form.
- Credit card information must be provided on the electrical rental order form before labor will be performed.

Adjacent Booth or Aisle Number:_____

Adjacent Booth or Aisle Number:_____



Adjacent Booth or Aisle Number:_____

Adjacent Booth or Aisle Number:_____

020107



25-95293

# 3rd Party Billing Request

E-6

TRADE SHOW ELECTRICAL®

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

## 2010 ASPRS ANNUAL CONFERENCE

APRIL 26 - 30, 2010

Town and Country Resort & Convention Center

***FORM DEADLINE DATE:***

APRIL 16, 2010

| COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER |
|---|---|---|
| | | |

You may arrange for a third party to handle your display and be billed for services. TSE will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. TSE Terms & Conditions apply to both the Exhibiting Firm and Third Party Representative.

## Exhibiting Firm

| EXHIBITING FIRM | | |
|---|---|---|
| STREET ADDRESS | | |
| CITY | STATE | ZIP |
| PHONE | FAX | |

*The items checked below are to be invoiced to the Exhibiting Firm:*

☐ Outlets
☐ Lighting
☐ All Items
☐ Other *(Please Specify)* _____
☐ Material
☐ Labor

_____

_____

_____

**I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.**

***PLEASE SIGN*** X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT DATE

## Third Party

| THIRD PARTY | | |
|---|---|---|
| STREET ADDRESS | | |
| CITY | STATE | ZIP |
| PHONE | FAX | |

*The items checked below are to be invoiced to the Third Party:*

☐ Outlets
☐ Lighting
☐ All Items
☐ Other *(Please Specify)* _____
☐ Material
☐ Labor

_____

_____

_____

**I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.**

***PLEASE SIGN*** X _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT DATE

## Exhibiting Firm Credit Card Charge Authorization

***(All Information Must Be Provided)***

***PROVIDE EXPIRATION DATE*** ***EXPIRATION DATE***

☐ *Corporate*
☐ *Personal*

☐ MasterCard
☐ VISA
☐ Diners Club
☐ Discover
☐ American Express

Account Number _____ - _____ - _____ - _____

| CARDHOLDER'S NAME | PLEASE PRINT | |
|---|---|---|
| CARDHOLDER'S BILLING ADDRESS | CITY | |
| STATE | ZIP | COUNTRY |

***PLEASE SIGN*** X _____
CARDHOLDER'S SIGNATURE DATE

## Third Party Credit Card Charge Authorization

***(All Information Must Be Provided)***

***PROVIDE EXPIRATION DATE*** ***EXPIRATION DATE***

☐ *Corporate*
☐ *Personal*

☐ MasterCard
☐ VISA
☐ Diners Club
☐ Discover
☐ American Express

Account Number _____ - _____ - _____ - _____

| CARDHOLDER'S NAME | PLEASE PRINT | |
|---|---|---|
| CARDHOLDER'S BILLING ADDRESS | CITY | |
| STATE | ZIP | COUNTRY |

***PLEASE SIGN*** X _____
CARDHOLDER'S SIGNATURE DATE

*020107*



**25-95293**

# Technology Express

*A nationwide leader in audiovisual and computer rental*

(314) 291-7200 • (800) 704-3655 • (314) 291-0636 • www.techexprss.com

## ASPRS Equipment Order Form

### April 26th – 30th • San Diego, CA

Orders received after April 16th is subject to a $75.00 late fee.
For equipment requests not listed below
please contact Mike Coultas at the phone, fax or email listed below.

| Equipment | Full Show Price | Qty | Total |
|---|---|---|---|
| Laptop w/1 Gig Ram/Windows XP | $195.00ea | ___ | _____ |
| 17” Flat Panel Monitor | $ 95.00ea | ___ | _____ |
| 19” Flat Panel Monitor | $125.00ea | ___ | _____ |
| 26” LCD Monitor | $250.00ea | ___ | _____ |
| 32” LCD Monitor | $395.00ea | ___ | _____ |
| 42” LCD/Plasma w/Post Stand | $595.00ea | ___ | _____ |
| 50” LCD/Plasma w/Post Stand | $695.00ea | ___ | _____ |
| DVD Player | $ 95.00ea | ___ | _____ |

***Call for pricing on any equipment not listed***

| | |
|---|---|
| Equipment Total | _____ |
| Tax 7.325% | _____ |
| Delivery/Set up/Strike/Pick | $110.00 |
| **Delivery/Set up/Strike/Pick (42” & 50” Only)** | **$150.00** |
| Service Charge 5% of Total Order | _____ |
| Total: | _____ |

***Payment must be made before delivery of equipment. NO EXCEPTIONS***

**Company Name**: _____

**Booth Number**: _____

**On Site Contact:** _____

**Cell Number:** _____

# American Society for Photogrammetry and Remote Sensing

## Credit Card Authorization Form

## (April 26th – 30th)

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

**Please provide the information below exactly as it appears on the card.**

Credit Card Number _____

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

_____

---

Phone Number _____

Fax Number _____

Company Name _____

**Email, Fax or Mail this form to:**

Technology Express
118 Rock Industrial Park Drive, Bridgeton, MO 63044
Fax: (314) 291-0636

**Contact: Mike Coultas • Voice: (800) 704-3655 • Email: mikec@techexprss.com**

# Rigging and Communications

Facility Policies and Procedures

Town and Country Resort & Convention Center

## RIGGING REGULATIONS

*In an effort to ensure life safety and maintain the aesthetic and structural integrity of our ceiling, the following policies and regulations regarding rigging apply. The policies and regulations set forth in this document are meant as guidelines for appropriate rigging within the facilities at the Town and Country Resort & Hotel, and may not be all inclusive:*

- **Meeting Services, Inc. (MSI)** is the exclusive rigger for the Town and Country Resort & Convention Center.
- All equipment above the truss including, but not limited to, motors and hardware must be supplied and installed by MSI
- Rigging is permitted in designated areas (see attached diagram) in the Grand Exhibit Hall, Atlas Ballroom, Golden Pacific Ballroom and the Regency Ballroom (air wall only).
- Rigging from any lighting fixture, pipe, plumbing, sprinkler fixture, air duct, or electrical conduit is strictly prohibited.
- Cable runs that consist of more than 4 (four) cables and that are more than 10' away from their final destination require the use of a motor cable pick or truss bridge.
- Any trusses or other flown element that will be accessed by wire rope ladder or lift for focus, repair or any other reason, must have proper vertical AND horizontal fall protection. All climbers are required to wear a full body harness and be attached to proper fall protection from the time they leave the ground until the time they return.
- Rigging points and/or motors will be installed by MSI at a cost of $125.00 per point, plus labor, lift, motor and other equipment rental. See additional rigging supplies and labor costs below.
- Additional equipment / weight cannot be added or applied to previously flown rig without MSI riggers present.
- Air wall hangers will be installed by MSI at a cost of $50.00 per point, plus labor and lift rental. See additional rigging supplies and labor costs below.
- Aisle signs, banners or other direction signage under 50 pounds (and which need no additional equipment such as truss or pipes to hang) will be installed by MSI at a cost of $75.00 per sign, plus lift rental and labor. See additional rigging supplies and labor costs below.
- A detailed rigging plot will be due to MSI ten days prior to the first load-in date. Plots not received ten days prior to load-in may result in additional surcharges. The submitted rigging plot must include **every** planned rigging point with its load factor and function, including cable picks, signs, etc. This rigging plot must be submitted electronically in an edit able CAD format (MCD, DXF, DWG). If assistance is needed in completing the rigging plot, MSI can provide a quote to complete the needed drawings. Full Production Services are also available through MSI Production Services. Please contact Ron Krum, Director of Sales, at (619) 291-8770 or tc@msiprod.com.
- The riggers performing the work are responsible for insuring that the load limitations are not exceeded and the proper equipment is used to ensure life safety at all times.
- Any alterations to the facility with regards to rigging must be approved in advance by the facility. Requests for facility alterations (e.g., installation of eye bolts, anchors, etc.) must be submitted to MSI with the aforementioned rigging plan at least 10 days prior to the first load-in date.
- Prices do not include lift rental. In the Golden Pacific and Atlas Ballroom, a 19' scissor lift is required for all overhead rigging. In the Grand Exhibit Hall, a 25' scissor or boom lift is required for all overhead rigging.
- See attached information sheet for details and load restrictions for each room.

## TELEPHONE / INTERNET REGULATIONS

- **Meeting Services, Inc. (MSI)** is the exclusive provider of all data and communication services for the Town and Country Resort & Convention Center.
- Servers and/or routers may be provided by client only on dedicated internet packages (listed on price schedule). No servers, routers or switches may be provided by client on shared ethernet packages.
- Wireless devices not provided by MSI and/or FACILITY are strictly prohibited. MSI and/or FACILITY retain the right to disconnect a client-provided wireless access point if it is found to be causing interference with existing wireless networks or found to be causing overall network problems, without offering any refunds for services that have been disconnected.
- Every device connected to the internet / network is required to have an IP address issued by MSI, whether the address is used or not.
- Service Location ("Drop") is defined as a booth or room, as designated by client. Service extended beyond 50' from the drop point will require an additional drop location and incur an additional fee.
- The price of services listed on pricing schedule do not include custom booth or room cabling. If you require installation in a specific location within your booth, a diagram must be provided, or drop will be placed at the discretion of MSI installation technician. Relocation of drop at the request of exhibitor may result in additional charges.
- MSI is not responsible for cable and/or other equipment provided by exhibitor or any third party.
- Client agrees not to resell, extend, bridge, or otherwise misuse MSI connections and/or services. MSI reserves the right to disconnect any client if they are found to have violated this usage agreement.
- It is illegal for any party to download or transmit copyrighted material. Under state and federal laws, Internet Service Providers may be prosecuted for any material that is transmitted over their network. In order to protect our company and ISP, MSI will take action against any customer found to be violating copyright laws.
- Telephone usage will be billed at current hotel rates, and will appear on master account.

# Rigging Services

## Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
SHOW DATES: _____ BOOTH NAME: _____
DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

## EQUIPMENT RENTALS

### RIGGING SERVICES

| | | | | |
|---|---|---|---|---|
| _____ | Rigging Point Fee (over 50 lbs.) | | 125.00 | _____ |
| _____ | Small Aisle Sign / Banner<br>*Self-supporting and under 50 pounds.* | | 150.00 | _____ |
| _____ | Large Aisle Sign / Banner<br>*Truss or pipe supported and over 50 pounds .* | | 300.00 | _____ |
| _____ | Chain Motor (1 Ton, 1/2 Ton, 1/4 Ton) | | 150.00 | _____ |
| _____ | Chain Fall / Hoist | | 75.00 | _____ |
| _____ | Airwall Hanger | | 50.00 | _____ |
| _____ | ***Daily*** 12" Box Truss | ***days***_____ x | 10.00/ft | _____ |
| _____ | ***Daily*** 24" Box Truss | ***days***_____ x | 10.00/ft | _____ |
| _____ | ***Daily*** Genie ST-25/ST-24 | ***days***_____ x | 100.00 | _____ |
| _____ | ***Daily*** 19' Scissor Lift | ***days***_____ x | 150.00 | _____ |
| | *Required when rigging in Golden Pacific and Atlas Ballroom* | | | |
| _____ | ***Daily*** 25' Scissor Lift | ***days***_____ x | 250.00 | _____ |
| | *Required when rigging in Grand Exhibit Hall.* | | | |

### RIGGING RATES

| | | |
|---|---|---|
| _____ | Monday - Friday, 8am - 5pm | 70.00/ hr |
| _____ | Monday - Friday, 5pm - 12am | 105.00 / hr |
| _____ | Saturday - Sunday, 8am - 5pm | 105.00 / hr |
| _____ | Monday - Friday, 12am - 8am | 140.00 / hr |
| _____ | Saturday - Sunday, 5pm - 8am | 140.00 / hr |
| _____ | Holidays | 140.00 / hr |

***Minimum of 2 riggers (4 hr. minimum) required for all rigging work, not included in surcharge.***

### RIGGING NOTES

**MSI is pleased to be the official in-house partner of the Town and Country Resort & Convention Center**

Town and Country
RESORT HOTEL

## PAYMENT INFORMATION

Name of Company _____
Address _____
City _____ State _____ Zip _____
Phone (___) _____
Email Address _____

**PAYMENT INFORMATION**

☐ Check Enclosed (Payable to MSI)

☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2# _____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

1. DAILY SUBTOTAL OF CHARGES: $_____
2. CALCULATE SALES TAX
   MULTIPLY **LINE 1** x **8.75%**: $_____
3. CALCULATE SERVICE CHARGE*
   MULTIPLY **LINE 1** x **19%**: $_____
4. RIGGING LABOR: $_____

TOTAL CHARGES: _____
**( Line 1 + Line 2 + Line 3 + Line 4)**

**(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.**

***ALL CHARGES ARE PAYABLE IN ADVANCE***

Cancellation Policy

Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.

MSI
PRODUCTION SERVICES
MEETING SERVICES, INC.

***Please email, mail or fax this form to:***

**MEETING SERVICES, INC.**
500 Hotel Circle North
San Diego, CA 92108
619.291.8770 • FAX 619.574.6712 • tc@msiprod.com

# Internet and Telephone Services

## Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
SHOW DATES: _____ BOOTH NAME: _____
DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

## EQUIPMENT RENTALS

### INTERNET SERVICE

| | | | |
|---|---|---|---|
| **Standard Shared Internet Drops (Show Rate)** | | | |
| _____ | Shared Ethernet Package (128 Kbps)<br>*Includes 1 DHCP device connection* | 350.00 | _____ |
| _____ | Shared Ethernet Package (256 Kbps)<br>*Includes 2 DHCP device connections* | 700.00 | _____ |
| _____ | Shared Ethernet Package (512 Kbps)<br>*Includes 5 DHCP device connections* | 1,500.00 | _____ |
| _____ | Shared Ethernet Package (768 Kbps)<br>*Includes 10 DHCP device connections* | 3,000.00 | _____ |
| **Dedicated Internet Drops (Show Rate)** | | | |
| _____ | Dedicated Ethernet Package (1.5 Mbps)<br>*Includes 29 DHCP device connections* | 5,900.00 | _____ |
| _____ | Dedicated Ethernet Package (3.0 Mbps)<br>*Includes 50 DHCP device connections* | 7,500.00 | _____ |
| _____ | Dedicated Ethernet Package (5.0 Mbps)<br>*Includes 100 DHCP device connections* | 9,000.00 | _____ |
| **Wireless Packages (Show Rate)** | | | |
| _____ | Wireless Booth Package (1.5 Mbps)<br>*Includes 50 DHCP device connections* | 5,000.00 | _____ |
| _____ | Wireless Show Package (5.0 Mbps)<br>*Includes 200 DHCP device connection* | 10,000.00 | _____ |
| **Internet Options** | | | |
| _____ | Public IP Address (instead of DHCP) | 150.00 | _____ |
| _____ | ***Daily*** Patch Fee - Fiber ***days***_____ x | 850.00 | _____ |
| _____ | ***Daily*** Patch Fee - Cat 5 ***days***_____ x | 500.00 | _____ |
| _____ | 12 Port 10/100 Switch | 200.00 | _____ |
| _____ | Wireless Access Point | 250.00 | _____ |

***Please contact us for greater bandwidth needs and/or other custom options.***

### TELEPHONE SERVICES

| | | | |
|---|---|---|---|
| **Telephone Service** | | | |
| _____ | In-house Direct Telephone Line<br>*In-house lines require user to dial "9" first.* | 200.00 | _____ |
| _____ | Direct Dedicated Telephone Line<br>*For use with credit card machines or computer data* | 350.00 | _____ |
| _____ | Fax / Modem Telephone Line<br>*Direct dial line with no prefix required.* | 350.00 | _____ |
| **Telephone Service Rentals** | | | |
| _____ | Basic Telephone Instrument | 50.00 | _____ |
| _____ | Conference Telephone Instrument | 125.00 | _____ |
| _____ | Cordless Phone<br>*Use with direct dedicated phone line only* | 125.00 | _____ |
| _____ | Fax Machine<br>*Use with direct dedicated phone line only.* | 125.00 | _____ |
| _____ | Polycom Speaker Phone ***days***_____ x | 100.00 | _____ |

**MSI is pleased to be the official in-house partner of the Town and Country Resort & Convention Center**

Town and Country
RESORT HOTEL

## PAYMENT INFORMATION

Name of Company _____
Address _____
City _____ State _____ Zip _____
Phone (___) _____
Email Address _____

**PAYMENT INFORMATION**

☐ Check Enclosed (Payable to MSI)

☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2#_____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

1. SUBTOTAL OF CHARGES: $_____
2. CALCULATE SALES TAX
   MULTIPLY **LINE 1** x **8.75%**: $_____
3. CALCULATE SERVICE CHARGE*
   MULTIPLY **LINE 1** x **19%**: $_____
4. ADDITIONAL LABOR: $_____

TOTAL CHARGES: _____

**( Line 1 + Line 2 + Line 3 + Line 4)**

**(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.**

***ALL CHARGES ARE PAYABLE IN ADVANCE***

Cancellation Policy

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MEETING SERVICES, INC.

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500 Hotel Circle North
San Diego, CA 92108
619.291.8770 • FAX 619.574.6712 • tc@msiprod.com

# Audio Visual Services

## Exhibitor Order Form

Town and Country Resort & Convention Center

SHOW NAME: _____ ROOM NAME: _____
SHOW DATES: _____ BOOTH NAME: _____
DELIVERY DATE: _____ TIME: _____ BOOTH CONTACT: _____
PICKUP DATE: _____ TIME: _____ CONTACT INFO: _____

## EQUIPMENT RENTALS

| VIDEO | | | |
|---|---|---|---|
| _____ | 1/2" VHS Videocassette Player | 70.00 | _____ |
| _____ | DVD Player | 125.00 | _____ |
| _____ | 42" Plasma w/ Stand | 400.00 | _____ |
| _____ | 50" Plasma w/ Stand | 500.00 | _____ |
| _____ | 26" LCD Flat TV w/ Table Stand | 125.00 | _____ |
| _____ | 32" LCD Flat TV w/ Table Stand | 225.00 | _____ |
| _____ | 52" LCD Flat TV w/ Table Stand | 400.00 | _____ |
| _____ | Video Presentation Unit | 140.00 | _____ |
| _____ | (VHS w/20" Screen & repeat) | | |
| _____ | Dual Pole Plasma/LCD Stand | 50.00 | _____ |
| _____ | 54" Monitor Cart with Drape | 20.00 | _____ |
| _____ | Other_____ | _____ | _____ |

| VIDEO PROJECTION & COMPUTER | | | |
|---|---|---|---|
| _____ | Tripod Screen:5', 6', or 8' | 100.00 | _____ |
| _____ | VGA Bang Switcher | 75.00 | _____ |
| _____ | RGB Interface | 55.00 | _____ |
| _____ | Scan Converter | 325.00 | _____ |
| _____ | LCD Projector (2k Lumen) | 500.00 | _____ |
| _____ | LCD Projector (4k Lumen) | 600.00 | _____ |
| _____ | Mac/PC Standard Laptop | 225.00 | _____ |
| _____ | Mac/PC Desktop w/ 17" LCD Monitor | 225.00 | _____ |
| _____ | Color Laser Printer (250 Pages) | 250.00 | _____ |
| _____ | B&W Laser Printer (1000 Pages) | 100.00 | _____ |

| AUDIO | | | |
|---|---|---|---|
| _____ | Sound System for Plasma | 100.00 | _____ |
| _____ | 4 Channel Audio Mixer | 45.00 | _____ |
| _____ | CD Player | 25.00 | _____ |
| _____ | Audio Interface for PC or Mac | 35.00 | _____ |
| _____ | Set of 2 Computer Speakers | 40.00 | _____ |
| _____ | Package Sound System: | | |
| | (1) Wired Mic, (1) Mixer, (2) Speakers | | |
| | ___Hand ___Lavalier ___Headset | 150.00 | _____ |
| _____ | Self Amplified Speaker | 75.00 | _____ |
| _____ | Wireless Microphone: (requires system) | | _____ |
| | ___Hand ___Lavalier ___Headset | 150.00 | _____ |
| _____ | ADA Assistive Listening System - 6 Drop | 250.00 | _____ |
| _____ | Other_____ | _____ | _____ |

**MSI is pleased to be the official in-house partner of the Town and Country Resort & Convention Center**

Town and Country
RESORT HOTEL

## PAYMENT INFORMATION

Name of Company_____
Address_____
City_____ State _____ Zip _____
Phone (___)_____
Email Address_____

**PAYMENT INFORMATION**

☐ Check Enclosed (Payable to MSI)

☐ VISA ☐ Mastercard ☐ American Express ☐ Discover

Cardholder's Name: _____

Card# _____ Exp. Date _____

CVV2#_____ (3 digits on back of visa/mc / 4 digits on front of AMEX)

Signature: _____ Date: _____

1. DAILY SUBTOTAL OF CHARGES: $_____
2. NUMBER OF SHOW DAYS: _____
3. MULTIPLY **LINE 1** x **LINE 2**: $_____
4. CALCULATE SALES TAX
   MULTIPLY **LINE 3** x **8.75%**: $_____
5. CALCULATE SERVICE CHARGE*
   MULTIPLY **LINE 3** x **19%**: $_____

TOTAL CHARGES: _____
( Line 3 + Line 4 + Line 5)

**(*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.**

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msi
PRODUCTION SERVICES
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**Meeting Services, Inc.**
**Town & Country Resort**
**500 Hotel Circle North**
**San Diego, CA. 92108**
**Phone (619) 291-8770**
**Fax (619) 574-6712**

# Credit Card Authorization

Cardholder Name: _____

Company: _____

Billing Stmt Address: _____

City, State, ZIP: _____

Billing stmt phone: _____

Credit Card Number: _____

Credit Card Type: _____

Expiration Date: _____

Cardholder Signature: _____

AGILE

TRADE SHOW & EVENT FURNISHINGS, INC.

*your vision. our focus.*

# TRIBECA

LC-614

LC-615

LC-616

| Tribeca | | | W x D x H |
|---|---|---|---|
| LC - 614 | Sectional | Black Micro Fiber | 34” x 24” x 18” |
| LC - 615 | Corner | Black Micro Fiber | 35” x 24” x 18” |
| LC - 616 | Bench | Black Micro Fiber | 61” x 20” x 17” |

LC-803

LC-804

LC-805

LC-800

LC-801

LC-802

| Malibu - Red | | | W x D x H |
|---|---|---|---|
| LC - 803 | Sofa | Red Leather | 77” x 34” x 32” |
| LC - 804 | Chair and a Half | Red Leather | 53” x 34” x 32” |
| LC - 805 | Bench | Red Leather | 53” x 27” x 16” |

| Malibu - White | | | W x D x H |
|---|---|---|---|
| LC - 800 | Sofa | White Leather | 77” x 34” x 32” |
| LC - 801 | Chair and a Half | White Leather | 53” x 34” x 32” |
| LC - 802 | Bench | White Leather | 53” x 27” x 16” |

MALIBU

# BARCELONA & PALOMA

LC-601

LC-602

LC-603

LC-604

LC-605

LC-606

LC-613

LC-612

| Barcelona | | | W x D x H |
|---|---|---|---|
| LC - 601 | Club Chair | Red Leather | 30.5” x 35” x 18” |
| LC - 602 | Ottoman | Red Leather | 24” x 24” x 17” |
| LC - 603 | Club Chair | White Leather | 30.5” x 35” x 18” |
| LC - 604 | Ottoman | White Leather | 24” x 24” x 17” |
| LC - 605 | Club Chair | Black Leather | 30.5” x 35” x 18” |
| LC - 606 | Ottoman | Black Leather | 24” x 24” x 17” |

| Paloma | | | W x D x H |
|---|---|---|---|
| LC - 613 | Chair | Charcoal | 39” x 30” x 17” |
| LC - 612 | Chair | Red | 39” x 30” x 17” |

LC-611

LC-610

LC-609

LC-618

TO-201

TO-202

TL-102

SAUSALITO

| Sausalito | | | W x D x H |
|---|---|---|---|
| LC - 611 | Sofa | Black Micro Suede | 83" x 32" x 32" |
| LC - 610 | Loveseat | Black Micro Suede | 59" x 32" x 32" |
| LC - 609 | Club Chair | Black Micro Suede | 39" x 32" x 32" |
| TL - 102 | Table Lamp | Chrome/Frosted Glass | 24" H |

| Sausalito | | | W x D x H |
|---|---|---|---|
| LC - 618 | Club Chair | Cobalt Blue Swirl Fabric | 39" x 32" x 32" |
| **Princeton** | | | **W x D x H** |
| TO - 201 | Coffee Table | Black-Glass | 45" x 21" x 16" |
| TO - 202 | End Table | Black-Glass | 21" x 22" x 21" |

# CAMBRIDGE

LC-403

LC-402

LC-401

TO - 303

TO - 302

TO - 301

FL-100

TL-100

| **Cambridge** | | | **W x D x H** |
|---|---|---|---|
| LC - 403 | Sofa | Champagne Velour Fabric | 76” x 30” x 30” |
| LC - 402 | Love Seat | Champagne Velour Fabric | 66” x 30” x 30” |
| LC - 401 | Club Chair | Champagne Velour Fabric | 32” x 30” x 30” |
| **Metropolitan** | | | **W x D x H** |
| TO - 303 | Console Table | Cherry Wood/Brushed Nickel Foot | 52” x 17” x 30” |
| TO - 302 | End Table | Cherry Wood/Brushed Nickel Foot | 26” x 22” x 24” |
| TO - 301 | Coffee Table | Cherry Wood/Brushed Nickel Foot | 48” x 30” x 19” |
| **Corona** | | | **H** |
| TL - 100 | Table Lamp | Brushed Nickel-White Fabric Shade | 24” H |
| FL - 100 | Floor Lamp | Brushed Nickel-White Fabric Shade | 65” H |

LC-608

LC-607

FL-102

LC-617

| **Pacifica** | | | **W x D x H** |
|---|---|---|---|
| LC - 608 | Sofa | Soft Plum Velour | 77” x 30” x 17” |
| LC - 607 | Club Chair | Soft Plum Velour | 39” x 30” x 17” |
| LC - 617 | Bench | Soft Plum Velour | 61” x 20” x 17” |
| **Touchier** | | | **H** |
| FL - 102 | Floor Lamp | Black | 65” H |

PACIFICA

# KOBE/CUBES

LC-706

LC-707

LC-708

LC-709

LC-703

LC-701

LC-704

LC-702

| Kobe | | | W x D x H |
|---|---|---|---|
| LC - 706 | Kobe | Black Micro Suede | 34" x 21" x 17" |
| LC - 707 | Kobe | Soft Plum Micro Suede | 34" x 21" x 17" |
| LC - 708 | Kobe | Citrus Micro Suede | 34" x 21" x 17" |
| LC - 709 | Kobe | Tangerine Micro Suede | 34" x 21" x 17" |

| Cubes | | | W x D x H |
|---|---|---|---|
| LC - 703 | Cubes | Black Micro Suede | 17" x 17" x 17" |
| LC - 701 | Cubes | Concentric Print Red Fabric | 17" x 17" x 17" |
| LC - 704 | Cubes | Sunflower Fabric | 17" x 17" x 17" |
| LC - 702 | Cubes | Red Micro Suede | 17" x 17" x 17" |

LC-303

LC-302

LC-301

TO-601

TO-602

TL-101

TO-501

TO-502

PRINCETON

| **Princeton** | | | **W x D x H** |
|---|---|---|---|
| LC - 303 | Sofa | Black Leather | 77" x 34" x 32" |
| LC - 302 | Loveseat | Black Leather | 54" x 34" x 32" |
| LC - 301 | Club Chair | Black Leather | 34" x 34" x 32" |
| **Sterling** | | | **W x D x H** |
| TO - 601 | Coffee Table | Glass/ Silver | 36"D x 16" |
| TO - 602 | End Table | Glass/Silver | 25"D x 21" |

| **Rialto** | | | **H** |
|---|---|---|---|
| TL - 101 | Table Lamp | Brushed Chrome | 24" H |
| **Hampton** | | | **W x D x H** |
| TO - 501 | Coffee Table | Maple/Sliver | 48" x 24" x 17" |
| TO - 502 | End Table | Maple/Silver | 24"D x 21" |

# MANHATTAN

LC-203

LC-202

LC-201

FL-101

TO-700

TO-701

TO-702

| Manhattan | | | W x D x H |
|---|---|---|---|
| LC - 203 | Sofa | Grey Velour Fabric | 86” x 36” x 30” |
| LC - 202 | Loveseat | Grey Velour Fabric | 65” x 36” x 30” |
| LC - 201 | Club Chair | Grey Velour Fabric | 47” x 36” x 30” |
| **Westport** | | | **W x D x H** |
| TO - 700 | Coffee Table | Espresso Wood/Brushed Nickel | 50” x 30” x 18” |
| TO - 701 | End Table | Espresso Wood/Brushed Nickel | 24” x 26” x 20” |
| TO - 702 | Console Table | Espresso Wood/Brushed Nickel | 48” x 18” x 28” |
| **Up Light** | | | **H** |
| FL - 101 | Floor Lamp | Chrome/Frosted Glass | 65” H |

LC-103

LC-102

LC-101

TO-101

TO-102

LC-705

TO-401

TO-402

# WESTCHESTER

| Westchester | | | W x D x H |
|---|---|---|---|
| LC - 103 | Sofa | Cognac Leather | 88” x 38” x 37” |
| LC - 102 | Loveseat | Cognac Leather | 67” x 38” x 37” |
| LC - 101 | Club Chair | Cognac Leather | 47” x 38” x 37” |
| LC - 705 | Ottoman | Cognac Leather | 24” x 24” x 19” |

| Westchester | | | W x D x H |
|---|---|---|---|
| TO - 101 | Coffee Table | Antique Silver/Gold-Glass | 52” x 26” x 18” |
| TO - 102 | End Table | Antique Silver/Gold-Glass | 24” x 24” x 22” |
| **Hamilton** | | | **W x D x H** |
| TO - 401 | Coffee Table | Cherry Wood/Black-Glass | 50” x 28” x 18” |
| TO - 402 | End Table | Cherry Wood/Black-Glass | 24” x 22” x 21” |

# LENNOX/SILK BACK

SB-201

TB-103

SB-202

TB-206
TB-207

| Lennox | | | W x D x H |
|---|---|---|---|
| SB - 201 | Bar Stool | Mahogany Wood-Cream | 19" x 17" x 45.5" |
| TB - 103 | Bar Table | Mahogany Wood | 36" x 36" x 41" |
| **Silk Back** | | | **W x D x H** |
| SB - 202 | Bar Stool | Clear/Black/Chrome Frame | 18" x 17" x 41.5" |
| TB - 206 | Bar Table | 30" Black /Chrome Base | 30"D x 42" |
| TB - 207 | Bar Table | 36" Black /Chrome Base | 36"D x 42" |

SB-208

TB-100

TB-102

SB-203

# TRAVE/BOMBE

| **Trave** | | | **W x D x H** |
|---|---|---|---|
| SB - 208 | Bar Stool | Red Leather/Chrome | 18.5" x 18.5" x 32.5" |
| TB - 100 | Bar Table | Glass/Truss Base | 26"D x 42" |
| **Bombe** | | | **W x D x H** |
| TB - 102 | Bar Table | Two Tier Black/Chrome | 28"D x 42" |
| SB - 203 | Bar Stool | Black/Chrome | 18.5" x 34" |

# CARMEL

SB-200

TB-101

BC-121

| Carmel | | | W x D x H |
|---|---|---|---|
| SB - 200 | Bar Stool | Maple/Nickel Cream | 18" x 17" x 43" |
| TB - 101 | Bar Table | Maple/Nickel | 30"D x 42" |
| BC - 121 | Étagère | Maple/Silver 4 Glass Shelves | 26" x 22" x 58" |

# SILK BACK / TRESTLE

TG-400

TG-401

TG-402

TG-403

CH-308

CH-307

| Chrome & Glass Tables | | | W x D x H |
|---|---|---|---|
| TG - 400 | Table | 5' Chrome/Glass | 60" x 36" x 29" |
| TG - 403 | Table | 42" Chrome/Glass | 42" D x 29" |

| Trestle Table | | | W x D x H |
|---|---|---|---|
| TG - 401 | Table | 4' Chrome/Glass | 48" x 32" x 29" |

| Trestle Table | | | W x D x H |
|---|---|---|---|
| TG - 402 | Table | 32" Chrome/Glass | 32" x 32" x 29" |

| Silk Back Chairs | | | W x D x H |
|---|---|---|---|
| CH - 308 | Chair | Clear/Black/Chrome w/Arms | 20.5" x 17"x34" |
| CH - 307 | Chair | Clear/Black/Chrome w/out Arms | 17" x17" x 34" |

# EURO BLACK

SB-204

CH-301

CH-302

TC-504
TC-505
TC-108

| Euro Black | | | W x D x H |
|---|---|---|---|
| SB - 204 | Barstool | Black Vinyl | 21" x 23" x 43" |
| CH - 301 | Chair | Black Fabric w/out Arms | 19" x 17" |
| CH - 302 | Chair | Black Fabric w/Arms | 22" x 17" |
| TC - 504 | Café Table | 30" Black/Chrome Base | 30"D x 29" |
| TC - 505 | Café Table | 36" Black/Chrome Base | 36"D x 29" |
| TC - 108 | Café Table | 42" Black/Chrome Base | 42"D x 29" |
| TC - 502 | Café Table | 30" Black/Black Base | 30"D x 29" |
| TC - 503 | Café Table | 36" Black/Black Base | 36"D x 29" |
| TC - 107 | Café Table | 42" Black/Black Base | 42"D x 29" |
| TB - 204 | Bar Table | 30" Black/Black Base | 30"D x 42" |
| TB - 205 | Bar Table | 36" Black/Black Base | 36"D x 42" |

TC-502
TC-503
TC-107

TB-204
TB-205

CH-309

CH-311

SB-209

TC-102

TC-500
TC-501

TB-200
TB-201

| **Euro Maple** | | | **W x D x H** |
|---|---|---|---|
| CH - 309 | Chair | Maple/Black/Chrome | 20” x 20” x 30” |
| TC - 102 | Café Table | 42” Maple/Chrome | 42”D x 29” |
| **Park Ave.** | | | **W x D x H** |
| CH-311 | Café Chair | Maple/Chrome | 16” x 18” x 31” |
| SB-209 | Barstool | Maple/Chrome | 16” x 19” x 43” |

| **Park Ave.** | | | **D x H** |
|---|---|---|---|
| TC - 500 | Café Table | 30” Maple/Chrome Base | 30”D x 29” |
| TC - 501 | Café Table | 36” Maple/Chrome Base | 36”D x 29” |
| TB - 200 | Bar Table | 30” Maple/Chrome Base | 30”D x 42” |
| TB - 201 | Bar Table | 36” Maple/Chrome Base | 36”D x 42” |

# CONFERENCE

CH-404

CH-405

CH-201

CH-200

TC-600
TC-601

TC-312

Also Available In:

Black Grey

TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

| Conference Tables & Chairs | | | W x D x H |
|---|---|---|---|
| CH - 404 | Chair | High Back Executive Blue/Black Fabric | 22" x 20" x 39" |
| CH - 405 | Chair | High Back Executive Black/Chrome/Poly | 23" x 22" x 40" |
| CH - 201 | Chair | High Back Executive Black Fabric | 25" x 27" x 45" |
| CH - 200 | Chair | Mid-Back Executive/Black Fabric | 25" x 27" x 39" |
| TC - 600 | Table | 6' Maple Rectangle | 72" x 36" |
| TC - 601 | Table | 8' Maple Rectangle | 96" x 48" |
| TC - 312 | Table | 6' Black Racetrack Oval Special T | 72" x 36" |

| Conference Tables | | | W x D x H |
|---|---|---|---|
| TC - 300 | Table | 10' Grey Racetrack Oval | 120" x 48" |
| TC - 301 | Table | 10' Black Racetrack Oval | 120" x 48" |
| TC - 309 | Table | 6' Black Racetrack Oval | 72" x 36" |
| TC - 303 | Table | 8' Black Racetrack Oval | 96" x 48" |
| TC - 307 | Table | 6' Mahogany Racetrack Oval | 72" x 36" |
| TC - 302 | Table | 8' Mahogany Racetrack Oval | 96" x 48" |

CH-102

CH-101

CH-100

CH-907

CH-202

CH-203

CH-400
CH-401

SD-100
SD-101

CONFERENCE

| Conference Chairs | | | W x D x H |
|---|---|---|---|
| CH - 102 | Chair | Guest Black Leather-Sled Base | 24" x 25" x 36" |
| CH - 101 | Chair | High Back Executive Black Leather | 26" x 25" x 46" |
| CH - 100 | Chair | Mid-Executive Black Leather | 26" x 25" x 35" |
| CH - 907 | Chair | Parsons Black Fabric | 25"x 18.5" x 39" |
| CH - 202 | Chair | Guest Black Fabric/Sled Base | 25" x 22" x 36" |

| Conference Chairs | | | W x D x H |
|---|---|---|---|
| CH - 203 | Chair | High Back Executive Grey Fabric | 25" x 23" x 46" |
| **Task Chairs** | | | **W x D x H** |
| CH - 400 | Chair | Black/Casters w/Arms | 24" x 24" x 36" |
| CH - 401 | Chair | Black/Castersw/out Arms | 22" x 24" x 36" |
| SD - 100 | Stool | Black Fabric/Casters w/Arms | 24" x 24" x 36" |
| SD - 101 | Stool | Black Fabric/Casters w/out Arms | 20 " x 24" x 36" |

OFFICE

DE-131
DE-136

CR-212

LF-206

DE-206
DE-201

CR-205

DE-102

CR-100

BC-103

| Contemporary Maple | | | W x D x H |
|---|---|---|---|
| DE - 131 | Desk | Double Pedestal | 60” x 30” x 29” |
| DE - 136 | Desk | Single Pedestal | 60” x 30” x 29” |
| CR - 212 | Credenza | Storage | 72” x 20” x 29” |
| LF - 206 | Lateral File | 2 Drawer w/Lock | 36” x 20” x 29” |
| **Transitional Walnut** | | | **W x D x H** |
| DE - 206 | Desk | Double Pedestal | 60” x 30” x 29” |

| Transitional Walnut | | | W x D x H |
|---|---|---|---|
| DE - 201 | Desk | Executive-Double Pedestal | 72” x 36” x 29” |
| CR - 205 | Credenza | Storage | 72” x 20” x 29” |
| **Contemporary Grey** | | | **W x D x H** |
| DE - 102 | Desk | Double Pedestal | 60” x 30” x 29” |
| CR - 100 | Credenza | Storage | 60” x 20” x 29” |
| BC - 103 | Bookcase | 5 Shelves | 36” x 12” x 72” |

DE-300

CR-301

LF-204

CH-908

CH-904
CH-905

BC-107

BC-109

TC-104

CH-900

DE-601

| Traditional Mahogany | | | W x D x H |
|---|---|---|---|
| DE - 300 | Desk | Double Pedestal | 72” x 36” x 29” |
| CR - 301 | Credenza | Storage | 72” x 21” x 29” |
| CH - 908 | Chair | High Back Burgundy Leather | 29” x 30”x 44.5” |
| BC - 107 | Bookcase | 5 Shelves | 36” x 12” x 72” |
| CH - 904 | Chair | Guest | 25” x 22.5” x 31” |
| CH - 905 | Chair | Guest w/Casters | 25” x 22.5”x 31” |

| Transitional Walnut | | | W x D x H |
|---|---|---|---|
| LF - 204 | Lateral File | 2 Drawer w/Lock | 36” x 20” x 29” |
| BC - 109 | Bookcase | 5 Shelves | 36” x 12” x 72” |
| **Queen Anne** | | | **W x D x H** |
| TC - 104 | Table | 42” Mahogany | 42” D x 29” |
| CH - 900 | Chair | Mahogany/Cream | 18” x 19” x 37” |
| DE - 601 | Writing Desk | Mahogany 1 Drawer | 42” x 21” x 29” |

# ACCESSORIES

LF-106

Also Available In:

Grey

VF-202
VF-203
VF-200
VF-201

LF-101

AC-111

AC-112

Also Available In:

White Grey

PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111

Also Available In:

White Grey

PE-104
PE-109
PE-114

TO-605

TO-603
TO-604

| Accessories | | | W x D x H |
|---|---|---|---|
| LF - 106 | Lateral File | 2 Drawer Black | 36" x 20" x 29" |
| VF - 202 | Vertical File | 4 Drawer Black-Legal | 26" x 18" x 52" |
| VF - 203 | Vertical File | 4 Drawer Grey-Legal | 26" x 18" x 52" |
| VF - 200 | Vertical File | 2 Drawer Black-Legal | 26" x 18" x 29" |
| VF - 201 | Vertical File | 2 Drawer Grey-Legal | 26" x 18" x 29" |
| LF - 101 | Lateral File | 2 Drawer Grey | 36" x 20" x 29" |
| AC - 111 | Refrigerator | Compact 4 cu ft | 19" x 21" x 33.5" |
| AC - 112 | Bar | Black 2 Shelves | 48" x 16" x 42" |
| PE - 103 | Pedestal | Black | 14" x 14" x 30" |
| PE - 102 | Pedestal | Black | 14" x 14" x 36" |
| PE - 101 | Pedestal | Black | 14" x 14" x 42" |

| Accessories | | | W x D x H |
|---|---|---|---|
| PE - 108 | Pedestal | Grey | 14" x 14" x 30" |
| PE - 107 | Pedestal | Grey | 14" x 14" x 36" |
| PE - 106 | Pedestal | Grey | 14" x 14" x 42" |
| PE - 113 | Pedestal | White | 14" x 14" x 30" |
| PE - 112 | Pedestal | White | 14" x 14" x 36" |
| PE - 111 | Pedestal | White | 14" x 14" x 42" |
| PE - 104 | Pedestal | Black | 24" x 24" x 36" |
| PE - 109 | Pedestal | Grey | 24" x 24" x 36" |
| PE - 114 | Pedestal | White | 24" x 24" x 36" |
| TO - 605 | Pedestal | Table Black | 24" x 24" x 21" |
| TO - 603 | Pedestal | Table Black | 24" x 24" x 16" |
| TO - 604 | Pedestal | Table Black | 30" x 30" x 16" |

Design: www.bt-2.com Photography: www.cassidyphoto.com

AC-100

ES-100

AC-104

SR-100
SR-101

Also Available In:

White Grey

PE-100
PE-105
PE-110

TC-700

TC-701

# ACCESSORIES

| Accessories | | | W x D x H |
|---|---|---|---|
| AC - 100 | Coat Tree | Black | 70" H |
| ES - 100 | Easel | Wood/Oak | 36" W x 72" H |
| AC - 104 | Literature Rack | Black Metal | 9" x 14" x 54.5" |
| SR - 100 | Stanchion | Chrome | 36" H |
| SR - 101 | Stanchion Rope | Red Velour | 6' |

| Accessories | | | W x D x H |
|---|---|---|---|
| PE - 100 | Storage Pedestal | Black w/ keyboard tray-w/Casters | 24" x 24" x 42" |
| PE - 105 | Storage Pedestal | Grey w/keyboard tray-w/Casters | 24" x 24" x 42" |
| PE - 110 | Storage Pedestal | White w/keyboard tray-w/Casters | 24" x 24" x 42" |
| TC - 700 | Computer Counter | Walk-up-Graphite | 48" x 24" x 42" |
| TC - 701 | Computer Desk | Graphite | 48" x 24" x 29" |

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# Order Form

Phone: 212-736-4200 Fax 212-736-4205

AGILE
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## EVENT INFORMATION

Show / Event Name: _____

Opening Date: _____ Time: _____ Closing Date: _____ Time: _____

Facility / Room: _____

Address: _____

City: _____ State: _____ Zip: _____

Show Contractor: _____

## BILLING INFORMATION

Company Name: _____

Order Contact: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: ( ) - Fax : ( ) -

E-mail : _____

## EXHIBITOR INFORMATION

Exhibitor Name : _____

Booth #: _____ Booth Size: _____ X _____

Delivery Date: _____ Time: _____

Pick-up Date: _____ Time: _____

On-Site Contact: _____

Cell Phone: ( ) -

| Item No. | Quantity | Description | Unit Price | Amount |
|---|---|---|---|---|
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PAYMENTS:
- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 212-736-4200.
- Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:
- Orders received within 10 days prior to the event opening are subject to a 20% late fee.

ON-SITE ORDERS:
- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:
- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

| | |
|---|---|
| Subtotal | |
| Adjustments | |
| Delivery / Pick-up | |
| Subtotal | |
| ____ % Sales Tax | |
| **TOTAL** | |

Authorized Signature: X _____ Date: _____

## PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #: | | | | | | | | | | | | | | | | |

Expiration Date: | | / | |

Print Name on Card: _____

**Signature of Card Holder:** X _____

| Page No. | Code | Description | Price |
|---|---|---|---|
| Page 2 | LC-614 | Tribeca - Armless Sectional - Black | $250.00 |
| | LC-615 | Tribeca - Corner - Black | $275.00 |
| | LC-616 | Tribeca - Bench - Black | $250.00 |
| Page 3 | LC-803 | Malibu - Sofa - Red Leather | $575.00 |
| | LC-804 | Malibu - Chair and a Half - Red Leather | $450.00 |
| | LC-805 | Malibu - Bench - Red Leather | $385.00 |
| | LC-800 | Malibu - Sofa - White Leather | $575.00 |
| | LC-801 | Malibu - Chair and a Half - White Leather | $450.00 |
| | LC-802 | Malibu - Bench - White Leather | $385.00 |
| Page 4 | LC-601 | Barcelona -Club Chair - Red Leather | $350.00 |
| | LC-602 | Barcelona -Ottoman - Red Leather | $165.00 |
| | LC-603 | Barcelona -Club Chair - White Leather | $350.00 |
| | LC-604 | Barcelona -Ottoman - White Leather | $165.00 |
| | LC-605 | Barcelona -Club Chair - Black Leather | $350.00 |
| | LC-606 | Barcelona -Ottoman - Black Leather | $165.00 |
| | LC-613 | Paloma - Swivel Chair - Charcoal Leather | $200.00 |
| | LC-612 | Paloma - Swivel Chair - Red Leather | $200.00 |
| Page 5 | LC-611 | Sausalito -Sofa - Black | $385.00 |
| | LC-610 | Sausalito -Loveseat - Black | $355.00 |
| | LC-609 | Sausalito -Club Chair - Black | $250.00 |
| | LC-618 | Sausalito -Club Chair - Cobalt Blue | $295.00 |
| | TO-201 | Princeton -Coffee Table - Black/Glass | $165.00 |
| | TO-202 | Princeton -End Table - Black/Glass | $150.00 |
| | TL-102 | Up Light - Table Lamp - Chrome/Frosted Glass | $80.00 |
| Page 6 | LC-403 | Cambridge - Sofa - Champagne | $435.00 |
| | LC-402 | Cambridge - Loveseat - Champagne | $380.00 |
| | LC-401 | Cambridge - Club Chair - Champagne | $295.00 |
| | TO-303 | Metropolitan - Console Table - Cherrywood | $185.00 |
| | TO-302 | Metropolitan - End Table - Cherrywood | $150.00 |
| | TO-301 | Metropolitan - Coffee Table - Cherrywood | $165.00 |
| | TL-100 | Corona - Table Lamp - Brushed Nickel / White Shade | $80.00 |
| | FL-100 | Corona - Floor Lamp - Brushed Nickel / White Shade | $135.00 |
| Page 7 | LC-608 | Pacifica - Sofa - Soft Plum | $480.00 |
| | LC-607 | Pacifica - Club Chair - Soft Plum | $350.00 |
| | LC-617 | Pacifica - Bench - Soft Plum | $250.00 |
| | FL-102 | Torchier - Floor Lamp - Black | $135.00 |
| Page 8 | LC-706 | Kobe - Ottoman - Black | $150.00 |
| | LC-707 | Kobe - Ottoman - Soft Plum | $150.00 |
| | LC-708 | Kobe - Ottoman - Citrus | $150.00 |
| | LC-709 | Kobe - Ottoman - Tangerine | $150.00 |
| | LC-703 | Cube - Ottoman - Black | $80.00 |
| | LC-701 | Cube - Ottoman - Concentric Print - Red/Sunflower | $80.00 |
| | LC-704 | Cube - Ottoman - Sunflower | $80.00 |
| | LC-702 | Cube - Ottoman - Red | $80.00 |
| Page 9 | LC-303 | Princeton - Sofa - Black Leather | $450.00 |
| | LC-302 | Princeton - Loveseat - Black Leather | $395.00 |
| | LC-301 | Princeton - Club Chair - Black Leather | $325.00 |
| | TO-601 | Sterling - Coffee Table - Glass/Silver | $155.00 |
| | TO-602 | Sterling - End Table - Glass/Silver | $145.00 |
| | TL-101 | Rialto - Table Lamp - Brushed Chrome | $80.00 |
| | TO-501 | Hampton - Coffee Table - Maple/Sliver | $160.00 |
| | TO-502 | Hampton - End Table - Maple/Sliver | $150.00 |
| Page 10 | LC-203 | Manhattan - Sofa - Grey | $435.00 |
| | LC-202 | Manhattan - Loveseat - Grey | $380.00 |
| | LC-201 | Manhattan - Club Chair - Grey | $295.00 |
| | FL-101 | Up Light - Floor Lamp - Chrome/Frosted Glass | $135.00 |
| | TO-700 | Westport - Coffee Table - Espresso/Brushed Nickel | $160.00 |
| | TO-701 | Westport - End Table - Espresso/Brushed Nickel | $150.00 |
| | TO-702 | Westport - Console Table - Espresso/Brushed Nickel | $195.00 |

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| Page No. | Code | Description | Price |
|---|---|---|---|
| Page 11 | LC-103 | Westchester - Sofa - Cognac Leather | $495.00 |
| | LC-102 | Westchester - Loveseat - Cognac Leather | $435.00 |
| | LC-101 | Westchester - Club Chair - Cognac Leather | $335.00 |
| | TO-101 | Westchester - Coffee Table - Antique Silver/Gold/Glass | $165.00 |
| | TO-102 | Westchester - End Table - Antique Silver/Gold/Glass | $155.00 |
| | LC-705 | Westchester - Ottoman - Cognac Leather | $165.00 |
| | TO-401 | Hamilton - Coffee Table - Cherrywood/ Black/Glass | $175.00 |
| | TO-402 | Hamilton - End Table - Cherrywood/ Black Glass | $160.00 |
| Page 12 | SB-201 | Lenox - Bar Stool - Mahogany Wood-Cream | $160.00 |
| | TB-103 | Lenox - Bar Table - Mahogany Wood-Cream 42" H | $195.00 |
| | SB-202 | Silk Back Bar Stool - Black/Clear/Chrome | $145.00 |
| | TB-206 | Black/Chrome - 30" Bar Table 42" H | $160.00 |
| | TB-207 | Black/Chrome - 36" Bar Table 42" H | $170.00 |
| Page 13 | SB-208 | Trave - Bar Stool - Red Leather/Chrome | $150.00 |
| | TB-100 | Trave - Bar Table - Glass/Chrome 42" H | $250.00 |
| | TB-102 | Bombe - Bar Table - Black/Chrome 42" H | $225.00 |
| | SB-203 | Bombe - Bar Stool - Black/Chrome | $165.00 |
| Page 14 | SB-200 | Carmel - Bar Stool - Maple/Nickel/Cream | $145.00 |
| | TB-101 | Carmel - Bar Table - Maple/Nickel 42" H | $185.00 |
| | BC-121 | Hampton - Étagère - Maple/Nickel/Glass | $395.00 |
| Page 15 | TG-400 | 5' Rectangle Conference Table - Chrome/Glass 29" H | $360.00 |
| | TG-401 | Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H | $275.00 |
| | TG-402 | Trestle - 32" Square Conference Table - Chrome/Glass 29" H | $250.00 |
| | TG-403 | 42" Round Conference Table - Chrome/Glass 29" H | $250.00 |
| | CH-308 | Silk Back Chair w/ Arms - Black/Clear/Chrome | $95.00 |
| | CH-307 | Silk Back Chair w/ out Arms - Black/Clear/Chrome | $90.00 |
| Page 16 | SB-204 | Euro Black - Bar Stool | $145.00 |
| | CH-301 | Euro Black - Chair w/out Arms | $80.00 |
| | CH-302 | Euro Black - Chair w/ Arms | $85.00 |
| | TC-504 | Black/Chrome - 30" Round Café Table 29" H | $155.00 |
| | TC-505 | Black/Chrome - 36" Round Café Table 29" H | $165.00 |
| | TC-108 | Black/Chrome - 42" Round Café Table 29" H | $175.00 |
| | TC-502 | Euro Black - 30" Round Café Table 29" H | $155.00 |
| | TC-503 | Euro Black - 36" Round Café Table 29" H | $165.00 |
| | TC-107 | Euro Black - 42" Round Café Table 29" H | $175.00 |
| | TB-204 | Euro Black - 30" Round Bar Table 42" H | $160.00 |
| | TB-205 | Euro Black - 36" Round Bar Table 42" H | $165.00 |
| Page 17 | CH-309 | Euro Maple - Chair w/ Arms - Maple/Black/Chrome | $115.00 |
| | TC-102 | Euro Maple - 42" Round Café Table 29" H | $185.00 |
| | CH-311 | Park Avenue - Chair - Maple/Chrome | $135.00 |
| | SB-209 | Park Avenue - Bar Stool - Maple/Chrome | $150.00 |
| | TC-500 | Maple-Chrome - 30" Round Café Table 29" H | $155.00 |
| | TC-501 | Maple-Chrome - 36" Round Café Table 29" H | $165.00 |
| | TB-200 | Maple-Chrome - 30" Round Bar Table 42" H | $160.00 |
| | TB-201 | Maple-Chrome - 36" Round Bar Table 42" H | $170.00 |
| Page 18 | CH-404 | Conference Chair - High Back - Blue/Black - Gas Lift/Casters | $175.00 |
| | CH-405 | Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters | $175.00 |
| | CH-201 | Conference Chair - High Back - Black - Gas Lift/Casters | $175.00 |
| | CH-200 | Conference Chair - Mid Back - Black - Gas Lift/Casters | $165.00 |
| | TC-600 | 6' Maple Conference Table - Rectangle 72" x 36" | $395.00 |
| | TC-601 | 8' Maple Conference Table - Rectangle 96" x 48" | $425.00 |
| | TC-312 | 6' Black Conference Table - Oval 72" x 36" | $395.00 |
| | TC-300 | 10' Grey Conference Table - Oval 120" x 48" | $495.00 |
| | TC-301 | 10' Black Conference Table - Oval 120" x 48" | $495.00 |
| | TC-309 | 6' Black Conference Table - Oval 72" x 36" | $395.00 |
| | TC-303 | 8' Black Conference Table - Oval 96" x 48" | $425.00 |
| | TC-310 | 6' Grey Conference Table - Oval 72" x 36" | $395.00 |
| | TC-304 | 8' Grey Conference Table - Oval 96" x 48" | $415.00 |
| | TC-307 | 6' Mahogany Conference Table - Oval 72" x 36" | $395.00 |
| | TC-302 | 8' Mahogany Conference Table - Oval 96" x 48" | $450.00 |

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| Page No. | Code | Description | Price |
|---|---|---|---|
| Page 19 | CH-102 | Conference Chair - Mid Back - Black Leather - Sled Base | $175.00 |
| | CH-101 | Conference Chair - High Back - Black Leather - Gas Lift/Casters | $215.00 |
| | CH-100 | Conference Chair - Mid Back - Black Leather - Gas Lift/Casters | $180.00 |
| | CH-907 | Side Chair - Parsons - Black | $135.00 |
| | CH-911 | Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (***Not Shown***) | $175.00 |
| | CH-202 | Conference Chair - Mid Back - Black - Sled Base | $155.00 |
| | CH-203 | Conference Chair - High Back - Black Leather - Gas Lift/Casters | $175.00 |
| | CH-400 | Task Chair w/ Arms - Black - Gas Lift/Casters | $130.00 |
| | CH-401 | Task Chair w/out Arms - Black - Gas Lift/Casters | $125.00 |
| | SD-100 | Task Stool w/ Arms - Black - Gas Lift/Casters | $165.00 |
| | SD-101 | Task Stool w/ out Arms - Black - Gas Lift/Casters | $160.00 |
| Page 20 | DE-131 | Maple Contemporary - Desk - Double Pedestal 60" x 30" | $450.00 |
| | DE-136 | Maple Contemporary - Desk - Single Pedestal 60" x 30" | $425.00 |
| | CR-212 | Maple Contemporary - Credenza | $425.00 |
| | LF-206 | Maple Contemporary - Lateral File - 2 Drawer | $295.00 |
| | DE-206 | Walnut Transitional - Desk - Double Pedestal 60" x 30" | $395.00 |
| | DE-201 | Walnut Transitional - Executive Desk Double Pedestal 72" x 36" | $440.00 |
| | CR-205 | Walnut Transitional - Credenza | $425.00 |
| | DE-102 | Grey Contemporary - Desk - Double Pedestal 60" x 30" | $355.00 |
| | CR-100 | Grey Contemporary - Credenza | $355.00 |
| | BC-103 | Grey Contemporary - Bookcase - 5 Shelves | $310.00 |
| Page 21 | DE-300 | Mahogany Traditional - Executive Desk Double Pedestal 72" x 36" | $475.00 |
| | CR-301 | Mahogany Traditional - Credenza | $475.00 |
| | LF-204 | Walnut Transitional - Lateral File - 2 Drawer | $295.00 |
| | CH-908 | Conference Chair - High Back - Mahogany Leather | $215.00 |
| | CH-904 | Conference Chair - Traditional Mahogany Leather | $180.00 |
| | CH-905 | Conference Chair - Traditional Mahogany Leather - Casters | $185.00 |
| | BC-107 | Mahogany Traditional - Bookcase - 5 Shelves | $425.00 |
| | BC-109 | Walnut Transitional - Bookcase - 5 Shelves | $325.00 |
| | TC-104 | Mahogany Traditional - 42" Conference Table 29" H | $350.00 |
| | CH-900 | Side Chair - Mahogany/Cream | $125.00 |
| | DE-601 | Mahogany Traditional - Writing Desk - 1 Drawer | $275.00 |
| Page 22 | LF-106 | Lateral File - 2 Drawer - Black | $275.00 |
| | VF-202 | Vertical File - 4 Drawer Legal - Black | $165.00 |
| | VF-203 | Vertical File - 4 Drawer Legal - Grey | $165.00 |
| | VF-200 | Vertical File - 2 Drawer Legal - Black | $135.00 |
| | VF-201 | Vertical File - 2 Drawer Legal - Grey | $135.00 |
| | LF-101 | Lateral File - 2 Drawer - Grey | $275.00 |
| | AC-111 | Refrigerator Compact White - 4 CU FT | $270.00 |
| | AC-112 | Bar - 1 Shelf - Black | $250.00 |
| | PE-103 | Pedestal - Black 14" x 14" x 30" | $175.00 |
| | PE-102 | Pedestal - Black 14" x 14" x 36" | $190.00 |
| | PE-101 | Pedestal - Black 14" x 14" x 42" | $225.00 |
| | PE-108 | Pedestal - Grey 14" x 14" x 30" | $175.00 |
| | PE-107 | Pedestal - Grey 14" x 14" x 36" | $190.00 |
| | PE-106 | Pedestal - Grey 14" x 14" x 42" | $225.00 |
| | PE-113 | Pedestal - White 14" x 14" x 30" | $175.00 |
| | PE-112 | Pedestal - White 14" x 14" x 36" | $190.00 |
| | PE-111 | Pedestal - White 14" x 14" x 42" | $225.00 |
| | PE-104 | Pedestal - Black 24" x 24" x 36" | $275.00 |
| | PE-109 | Pedestal - Grey 24" x 24" x 36" | $275.00 |
| | PE-114 | Pedestal - White 24" x 24" x 36" | $275.00 |
| | TO-605 | Cube - Black 24" x 24" x 21" | $225.00 |
| | TO-603 | Cube - Black 24" x 24" x 16" | $180.00 |
| | TO-604 | Cube - Black 30" x 30" x 16" | $195.00 |
| Page 23 | AC-100 | Coat Tree - Black | $85.00 |
| | ES-100 | Easel - Oak | $85.00 |
| | AC-104 | Literature Rack - Black | $125.00 |
| | SR-100 | Stanchion - Chrome | $50.00 |
| | SR-101 | Rope - 6' Red Velour | $40.00 |
| | PE-100 | Computer Kiosk - Black w/ keyboard tray - Casters | $350.00 |
| | PE-105 | Computer Kiosk - Grey w/ keyboard tray - Casters | $350.00 |
| | PE-110 | Computer Kiosk - White w/ keyboard tray - Casters | $350.00 |
| | TC-700 | Computer Stand - Walk-up Graphite Nebula | $165.00 |
| | TC-701 | Computer Table/Desk - Graphite Nebula | $155.00 |

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